TRINITAS
School of Nursing

NLN National League for Nursing
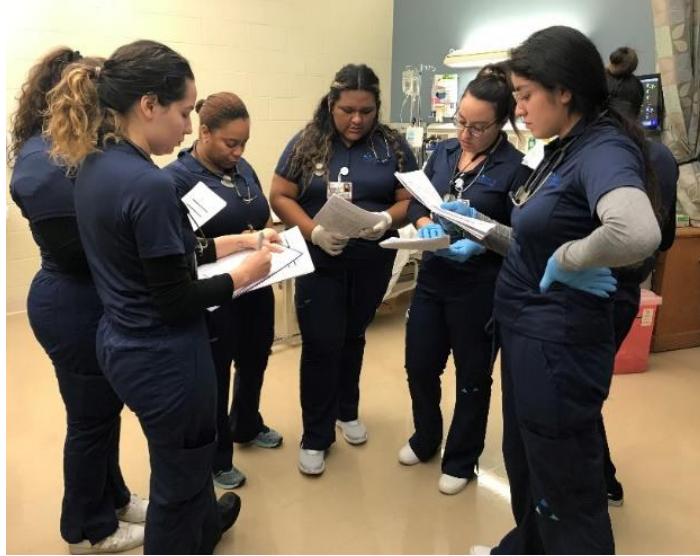Center of Excellence in Nursing Education

Creating Environments that Enhance Student Learning and Professional Development 2015 - 2020

A Cooperative Nursing Program Conducted Jointly
by
Trinitas School of Nursing and Union County College

STUDENT HANDBOOK

2020 -- 2021

School Website
www.trinitasschoolofnursing.org

Student Responsibility

It is the student's responsibility to become thoroughly familiar with the Trinitas School of Nursing Student Handbook and to comply with the provisions as written. The rules and regulations set forth in this publication constitute students' rights and responsibilities, as well as outlining the requirements for admission, retention and the degree requirements for the nursing program.

The School of Nursing has stringent requirements for admission and retention that takes priority over the Union County College General Catalog minimum requirements. This publication is reviewed and revised each academic year. The current Student Handbook becomes effective on the first day of the new semester.

Students will be notified if there are changes to program policies applicable to all students regardless of date of admission to the nursing program. This publication contains information valid for 2020-2021 academic year. A copy of the current Student Handbook can be accessed on the home page of the School's website, **www.trinitasschoolofnursing.org**

All School of Nursing rules, regulations, policies, and procedures are subject to change. Failure to read this or other school of nursing or college publications does not excuse the student from knowing the rules and regulations in effect at the School of Nursing or college at the time of enrollment.

Notice of School of Nursing policy changes during the academic year are posted in the Community shell section of the Learning Management System (CANVAS) in the "Memo from the Dean" folder. Additionally, policy changes may be posted in the bulletin board outside of the Learning and Simulation Center (LSC) and the SNA Newsletter.

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Welcome from the Dean

Welcome to the 2020-2021 Academic Year! The Trinitas School of Nursing Student Handbook provides vital information to help students understand expectations while attending the School of Nursing. The Student Handbook also includes important School of Nursing policies and procedures which all students should be familiar with.

All enrolled nursing students are held accountable to the School of Nursing requirements, policies and procedures outlined in the Student Handbook for the current academic year. All students are required to read the handbook and provide documentation that certifies that they have been informed of School of Nursing policies and procedures.

I look forward to working with you to achieve your goal of becoming a registered professional nurse. The faculty, school administration and staff are available to assist you in achieving successful outcomes throughout the nursing program.

Sincerely,

Roseminda N. Santee, **DNP, MA, RN, NEA-BC, CNE, ANEF**
Dean, Trinitas School of Nursing

Dean Santee and Faculty at NJLN Convention April 2019

General Information

Anti-Discrimination Policy

Trinitas School of Nursing does not discriminate on the basis of race, color, national origin, sex, sexual orientation, marital status, religion, age, disability, handicap, or other legally protected status in its provision of employment, education and activities, or other services.

Title IX Policy

Title IX is U.S. federal law that prohibits discrimination on the basis of sex in education institutions, including Union County College. Title IX states, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

- Sex discrimination includes sexual harassment and sexual violence, including sexual assault.
- Title IX can be found in the Education Amendments of 1972, 20 U.S.C. §1681, and its implementing regulations at 34 C.F.R. Part 106 (Title IX).
- Union County College policy prohibits discrimination, sexual harassment, and sexual misconduct, including sexual assault, stalking, and dating violence. Union County College is required to name a Title IX Coordinator to oversee all activities related to compliance with Title IX.

All faculty, students, staff and College visitors who have a Title IX-related concern or wish to file a complaint for investigation may contact one of the following Coordinators:

- Director of Human Resources MacDonald Hall (A-219) Union County College 1033 Springfield Avenue, Cranford, NJ 07016 908-709-7046
- Mr. Mensah Peterson Dean of Students, Deputy Title IX Coordinator Student Services Center (SD 121) 1033 Springfield Avenue, Cranford, NJ 07016 908-709-7516 **mensah.peterson@ucc.edu**

Student Code of Conduct

The use, possession, or distribution of an illegal drug, substance, or alcohol is not permitted on the School of Nursing, College, or Medical Center premises. In addition, weapons of any kind are not allowed on School, College or Medical Center premises for any reason. Any student violating federal, state, or local regulations may also be subject to civil or criminal action.

The Dean reserves the right to terminate the attendance of any student who does not meet the requirements of health, discipline, or personal suitability for enrollment. This includes but is not limited to cheating, plagiarism, harassment, and/ or violence in any form.

Right to make Changes

The School reserves the right to modify, alter or discontinue any of its courses, programs or services. The School also reserves the right to change or modify any provision or policy when such action serves the interest of the School or its students. A student at the School of Nursing is normally bound by the curriculum and the specific course requirements in effect upon his/her matriculation. The School is not responsible for course cancellations that may alter a student's progression in the program. The School reserves the right to cancel any course with insufficient enrollment.

Trinitas School of Nursing Philosophy, Goals, and Program Outcomes

Philosophy of the School of Nursing

The faculty of the Trinitas School of Nursing, in keeping with the mission of Trinitas Health, is committed to providing a high-quality nursing education program to a diverse population representative of the community it serves. The School is a part of this community and the faculty believes that it has a responsibility to be aware of and responsive to the health needs of its members. The Faculty and students interact with members of the community to assist them in meeting identified health needs.

Recognizing the challenges that result from continual changes in the structure and delivery of healthcare; the varying complexities of health conditions; the variety of healthcare settings; and the explosion of health information and technology, the School is fortified by a culture of integrity and excellence in its commitment to educate students who will be prepared to face these challenges with a spirit of fairness, justice, community service, social responsibility for others, and the courage to be innovative.

The Faculty believes that human beings are complex, rational, spiritual beings. Inherent in the human condition is one's right to dignity and value in every stage and condition of life. Human beings have created complex social systems in which they interact with each other to protect, nurture and educate their members. Human beings exist, with varying degrees of independence, in many contexts as members of families, communities and society. Individuals are capable of using their intellects to take deliberate actions directed toward maintaining life, health and wellbeing of self, society and their environment. Human beings are accountable for their actions.

Health is a dynamic state that is influenced by an individual's reciprocal interaction with the environment. Individuals possess their own personal cultural definition of health that may differ from the beliefs of the people with whom they come in contact. Further, it is the Faculty's belief that access to health care is a basic right of all individuals.

Nursing is an art and a science characterized by interpersonal, therapeutic and evaluative processes. It is based on a body of nursing knowledge and research and makes use of the natural and behavioral sciences. An essential element of nursing practice is caring. Nursing's goal is to collaborate with the client and family, assisting them in the acquisition of knowledge and abilities necessary to achieve the highest possible level of health.

Using critical thinking and clinical judgment the nurse assesses, analyzes, diagnoses and treats commonly occurring human responses to actual and potential health problems, providing a holistic response to the complex health needs of human beings. The nurse engages in collaborative relationships with members of the healthcare team in order to provide the range of professional nursing services that the client, family and groups may require. The nurse respects and interacts with a diverse population in a variety of settings within the community.

Teaching/learning is an interactional lifelong process. During the learning process, students integrate new and previously held knowledge and beliefs to form insights and ideas that empower them to think critically and make clinical decisions that are appropriate to the situation. Reflecting the belief that students learn differently, the faculty guides the student to utilize a variety of learning strategies and resources to facilitate the student's learning. Learning is a self-directed activity with faculty members functioning as facilitators joining with the students in the reciprocal learning process.

Students come to the School of Nursing with diverse backgrounds and differing strengths and experiences. The School recognizes this diversity and therefore, provides opportunities to the qualified student to navigate the educational environment in order to maximize their individual potential well beyond their entry-level program. It is the responsibility of the School to provide an environment in which the student may successfully acquire the knowledge, skills and attitudes necessary to practice as a safe and effective entry level registered nurse.

The graduate of the School is prepared to assume the role of a safe, caring, ethical beginning graduate nurse with varying amounts of supervision. The graduate is capable of practicing within a variety of settings. It is the responsibility of the graduate to continue the learning process in order to maintain competency or to advance to another level of practice. Graduates are responsible for being aware of and responsive to population-focused health care as well as making meaningful contributions to the profession of nursing and society.

Trinitas School of Nursing Goals
The School will:
1. Graduate an entry level nurse who can practice in a variety of health care settings.

2. Produce a graduate who is successful in passing the NCLEX-RN examination on the first attempt.
3. Engage in a contractual agreement with Union County College to offer the student a program that leads to a Diploma in Nursing and an Associate in Science degree.
4. Provide opportunities for seamless academic progression.
5. Utilize existing facilities, institutions, and resources while seeking out opportunities for expansion.
6. Provide educational access to a diverse student population that is representative of the community.
7. Collaborate with community agencies to meet identified nursing education and/or health care needs.

Trinitas School of Nursing End of Program Student Learning Outcomes
The Graduate will:
1. Provide compassionate and coordinated patient centered care recognizing the patient as the source of control and as a full care partner with respect to their individual preferences, values and needs.
2. Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.
3. Integrate best current evidence with clinical expertise and patient/family preferences and values when making clinical decisions in the delivery of optimal health care
4. Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.
5. Minimize risk of harm to patients and providers through both system effectiveness and individual performance.
6. Use information and technology to communicate, manage knowledge, mitigate error, and support decision making.

Trinitas School of Nursing Program Outcomes
Four (4) quality indicators are trended by semester and program track to demonstrate evidence that graduates are achieving identified competencies consistent with the Trinitas School of Nursing Philosophy, Student Learning and Program Outcomes and professional standards. The program outcome information is publicly accessible from the Consumer Information page on the Trinitas School of Nursing website.

1. Trinitas School of Nursing NCLEX-RN licensure examination pass rate will be at least 80% for all first-time test takers for the 12-month period January 1 – December 31st.

2. 50% of the students who begin the first nursing course will graduate from the program within

150% of the time frame allotted for the program track (Generic or LPN-RN).

3. 80% of Trinitas School of Nursing graduates will report satisfaction with program effectiveness as *agree or strongly agree* as per the Graduate Survey.

4. 80% of Trinitas School of Nursing graduates who are seeking employment will obtain a nursing position within 12 months of graduation as per the Job Placement Survey.

Accreditation
The Trinitas School of Nursing is approved and accredited by:
New Jersey State Board of Nursing
PO Box 45010, Newark, New Jersey, 07101
973-504-6430
www.njconsumeraffairs.gov

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
404-975-5000
www.acenursing.org

Union County College is approved and accredited by:
Middle States Commission on Higher Education
3624 Market Street, Philadelphia, PA. 19104
267-284-5000
www.msche.org

The School of Nursing is recognized by the National League for Nursing as a Center of Excellence in Nursing Education in the category of *Creating Environments that Enhance Student Learning and Professional Development* from 2008-2020.
www.nln.org

Curriculum Tracks

Generic Track
(Suggested sequence for full-time student enrollment)

SEMESTER I	CREDITS
BIO 105 Anatomy and Physiology I	**4**
CHE 114 Chemistry	**4**
ENG 101 English Composition I	**3**
NURE 130 Nursing Trends and Concepts	**4**
TOTAL	**15**

SEMESTER II	CREDITS
BIO 106 Anatomy and Physiology II	**4**
PSY 101 General Psychology	**3**
NURE 131	**8**
TOTAL	**15**

SEMESTER III	CREDITS
BIO 108 Microbiology	**4**
PSY 204 Life Span	**3**
NURE 132	**8**
TOTAL	**15**

SEMESTER IV	CREDITS
ENG 102 English Composition II	**3**
SOC 101 Principles of Sociology	**3**
NURE 231	**8**
TOTAL	**14**

SEMESTER V	CREDITS
NURE 232	**8**
Humanities General Education	**6**
TOTAL	**14**

ENG 112 is an acceptable substitute for ENG 101 for non-native speakers of English

**Generic Track students: Due to the rigorous nature of nursing curriculum courses, it is recommended that if the full-time sequence of courses is chosen, students limit outside work obligations to support student success in the

LPN to RN Track - Evening Classes

Pre-requisites	CREDITS
BIO 105 Anatomy & Physiology I	**4**
BIO 106 Anatomy & Physiology II	**4**
BIO 108 Microbiology	**4**
CHE 114 Chemistry	**4**
ENG 101 English Composition I	**3**
ENG 102 English Composition II	**3**
PSY 101 General Psychology	**3**
PSY 204 Life Span	**3**
SOC 101 Principles of Sociology	**3**
Humanities General Education	**6**
Licensed Practical Nurse Curriculum	**10**

LPN to RN Track - Evening Classes and Clinical

SEMESTER I	CREDITS
NURE 211	**3**
NURE 212	**4**
TOTAL	**7**

SEMESTER II	CREDITS
NURE 250	**6**
TOTAL	**6**

SEMESTER III	CREDITS
NURE 260/270	**6**
TOTAL	**6**

SEMESTER IV	CREDITS
NURE 280/290	**6**
NURE 291	**1**
TOTAL	**7**

CREDIT ALLOCATION
Nursing	**36**
General Education	**37**
**TOTAL	**73**

Nursing Course Descriptions

Generic Track

NURE 130 - Nursing Trends and Concepts

This course introduces the student to the profession of nursing, its evolution, and current trends and issues. The role of the nurse within the health care delivery system is incorporated throughout the course. Elements of normal nutrition are introduced. Nursing process is presented as the method of formulating decisions and providing care in nurse-client interactions. The relationship of critical thinking to clinical judgment is explored. An overview of nursing theories and health assessment is presented. A review of basic math principles is conducted with later emphasis on dosage calculation for medication administration. Self-study chapters of medical terminology are also introduced throughout the course. The theory base provided in NURE 130 will be built upon and applied in subsequent nursing courses.

4 hours theory per week; 4 credits; 15-week course. Completion of all developmental courses; and GPA of 2.5. Co-requisites: BIO 105, CHE 114, ENG 101.

NURE 131 - Nursing I

This course is an introductory course designed to establish the foundations of knowledge, attitudes and psychomotor skills necessary for beginning practice. The role of the nurse in the multi-cultural health care delivery system will focus on nursing care for selected health problems. Commonly seen health deviations within the adult population will be introduced. Basic health assessment skills will be introduced. Students participate in clinical experiences in the Learning/Simulation Center and acute and long-term care settings for the application of fundamental nursing principles.

4 hours theory, 12 hours clinical per week; 8 credits; 15 week course; Pre-requisites: NURE 130, BIO 105, ENG 101, CHE 114, GPA minimum of 2.5.
Co-requisites: NREL 131, BIO 106, PSY 101.
NREL 131 Nursing-0 credits. The clinical component for NURE 131.

NURE 132 - Nursing II

This course builds upon the foundation of Nursing 130/131. It explores the roles of the professional nurse as a member of the health care team utilizing critical thinking and problem solving skills with expansion of health assessment techniques while caring for adults experiencing acute/chronic disruptions of existing patterns of normalcy. The student will be utilizing the nursing process, developing and refining clinical skills as well as establishing priorities in predictable health care situations. Learning experiences are provided in the classroom, Learning/Simulation Center and in multi-cultural adult medical/surgical facilities and the community.

4 hours theory, 12 hours clinical per week. 8 credits; 15-week course. Pre-requisites: NURE 131, NREL 131, BIO 106, PSY 101; GPA 2.5;
Co-requisites NREL 132, BIO 108, PSY 204.
NREL 132 *Nursing II-0 credits.* The clinical component for NURE 132.

NURE 231 - Nursing III

This course builds upon the foundation of NURE 130, 131, and 132. It explores the nurse's role in caring for the pediatric client and childbearing family. In addition, it explores the clients' situations

with acute and chronic disruptions of health, as well as complex health deviations which may be life threatening. Clinical experiences are provided in a variety of structured multi-cultural health care settings. Other learning experiences occur in the classroom with assigned activities in the Learning Simulation Center and the computer lab.

4 hours theory, 12 hours clinical per week. 8 credits. Pre-requisites: NURE 132, NREL 132, BIO 108, PSY
204, GPA 2.5.
Co-requisites: NREL 231, ENG 102, SOC 101.
NREL 231 Nursing III-0 credits. The clinical component for NURE 231.

NURE 232 - Nursing IV

This course builds upon the foundation of NURE 130, 131, 132, & 231. It explores the nurse's role in caring for adult clients experiencing complex medical-surgical health alterations that are potentially life threatening and adult clients experiencing acute and chronic psychiatric mental health alterations. Learning experiences are provided in the classroom, learning/Simulation Center and in multi-cultural adult medical/surgical and psychiatric/mental health facilities.

4 hours theory, 12 hours clinical per week; 8 credits. Pre-requisites: NURE 231, NREL 231, All liberal art and science courses listed in the curriculum; GPA 2.5.
Co-requisites: NREL 232, 6 credits General Education Humanities Electives
NREL 232 IV – 0 credits. The clinical component of NURE 232

LPN-RN Program Track - RN Completion track for currently Licensed Practical Nurses (LPN)

NURE 211 - Bridge-to-Professional Nursing Core Concepts

This course introduces the LPN-to-RN student to the framework and concepts of the Trinitas School of Nursing program. Role socialization, communication principles, nursing process, concept care mapping, teaching/learning principles, critical thinking, legal-ethical standards/issues and the role of cultural competence in contemporary nursing will be explored. Pharmacological concepts will be discussed and a review of medication administration with emphasis on drug/IV calculations will be conducted and regularly reinforced throughout the course.

3 theory hours/week; 3 credits; 15-week course. Pre-requisites: Proof of current LPN license; BIO 105, 106, 108; CHE 114; ENG 101, 102; PSY 101, 204; SOC 101; 6 credits Gen Ed Humanities Electives; GPA 2.5

NURE 212 - Health and Physical Assessment
This course builds upon the foundation of LPN education and introduces the student to holistic health assessment and physical examination. The course aims to develop the student's abilities in gathering data to determine client's health status, practices and goals as influenced by his/her own culture. Starting with assessment of normal health parameters, the student will learn to differentiate between what is within and out of acceptable limits. Within the context of care of the peri-operative or gerontological client, the student will learn and use physical assessment techniques of inspection, palpation, percussion and auscultation as well as other forms of data collection, such as, client interview, chart review, and analysis of laboratory and diagnostic results. The roles of the RN and the LPN in physical assessment & data collection will be discussed. The student will practice physical

assessment s k i l l s a n d participate in l a b o r a t o r y experiences using scenarios involving a patient simulator in the Learning/Simulation Center and in the application of concepts in acute health care settings. Students will also review and p e r f o r m basic clinical nursing skills.
2 hours theory, 6 hours clinical per week; 4 credits; 15-week course. Pre-requisites: Same as NURE 211; Co-requisite: NREL 212
NREL 212 Health and Physical Assessment -0 credits. The clinical component for NURE 212.

NURE 250 – Nursing Care of the Client with a Medical Surgical Health Deviation

This course builds upon the foundation of NURE 211, and NURE 212. Within the context of the nursing process, the student will be refining and developing clinical skills while caring for clients experiencing acute/chronic disruptions in normalcy with emphasis on critical thinking, physical assessment and teaching/learning principles. Clinical experiences are provided in a variety of structured, multi- cultural acute/chronic health care settings. Other learning experiences will occur in the classroom with assigned activities in the computer lab and Learning/Simulation Center.
3 hours theory, 9 clinical hours per week. 6 credits; 15 week course.
Pre-requisites: NURE 211, NURE 212, NREL 212;
Co-requisite NREL 250. GPA 2.5.
NREL 250 Nursing Care of the Client with a Medical Surgical Health Deviation -0 credits. The clinical component for NURE 250.

NURE 260 - Nursing Care of Children and their Families

This course builds upon the foundation of NURE 250 and LPN education. It explores the role of the professional registered nurse in caring for the pediatric client. Emphasis is placed on pediatric normalcy in a child experiencing an acute or chronic health deviation from infancy through adolescence. A significant aspect of this course is an understanding of the concepts of atraumatic care, family advocacy, and an interdisciplinary approach to health care. The student will continue to utilize and modify the nursing process and teaching/learning strategies while refining critical thinking and clinical skills. Clinical experiences are provided in a variety of structured, multi- cultural pediatric health care settings. Other learning experiences will occur in the classroom, the Learning/Simulation Center, and assigned computer assisted instruction.
3.2 hours theory, 9.6 hours clinical per week; 3 credits; 7- w e e k course. Pre-requisites: NURE 250, NREL 250; Co-requisite NREL 260. GPA. 2.5.
NREL 260 - Nursing Care of Children and their Families- 0 credits. The clinical component for NURE 260.

NURE 270 - Nursing Care of Women and the Childbearing Family

This course builds upon the foundation of NURE 250 and LPN education. It explores the role of the professional registered nurse as a member of a multi-disciplinary team in caring for women and the childbearing family. Emphasis is placed on health education and community resources in relation to women's health and the childbearing cycle. Deviations from the normal physiologic and psychosocial development are explored. The student will continue to utilize and modify the nursing process and teaching/learning strategies while refining critical thinking and clinical skills. Clinical experiences are provided in a variety of structured, multi-cultural health care settings. Other learning experiences

will occur in the classroom, with assigned activities in the Learning/Simulation Center and the computer lab.

3.2 hours theory, 9.6 hours clinical per week. 3 credits. 7-week course. Pre-requisites: NURE 250, NREL 250; Co-requisite NREL 270. GPA 2.5.

NREL 270 - Nursing Care of Women and the Childbearing Family- 0 credits. The clinical component for NURE 270.

NURE 280 – Nursing Care of the Client with Mental Illness

This course builds upon the foundation of NURE 250 and LPN education. It explores the role of the Professional Registered Nurse as a member of a multidisciplinary health care team in caring for clients with mental illness. Emphasis is placed on mental health education and community resources available to the client and their families. The student will continue to utilize and modify the nursing process and teaching/learning strategies, while refining critical thinking and clinical skills. Clinical experiences are provided in a variety of structured, multicultural, psychiatric/mental health care settings. Other learning experiences will occur in the classroom, with assigned activities in the Learning/Simulation Center, and the computer laboratory.

3.2hours theory, 9.6 hours clinical per week; 3 credits; 7-week course. Pre-requisites: NURE 260, 270, NREL 260, NREL 270; GPA 2.5. Co-requisite NREL 280.

NREL 280 **– Nursing Care of the Client with Mental Illness- 0 credits. The clinical component for NURE 280.**

NURE 290 - Nursing Care of the Client with Complex Multi-System Medical/Surgical Health Deviation

This course builds upon the foundations of NURE 250, NURE 260, NURE 270, NURE 280 and LPN education. It explores the role of the professional registered nurse as a member of a multi-disciplinary team in caring for clients with complex multi-system medical/surgical health deviations. Emphasis is placed on organizing, prioritizing, and evaluating nursing care for clients by assisting them with self- care deficits. The student will continue to utilize and modify the nursing process and teaching/learning strategies while refining critical thinking in clinical health care settings. Other learning experiences will occur in the classroom, with assigned activities in the Learning/Simulation Center, and the computer lab.

3.2 hours theory, 9.6 hours clinical per week; 3 credits; 7-week course. Pre-requisites: NURE 260, NURE 270, NREL 260, NREL 270; Co-requisite NURE 291;NREL 290. GPA 2.5.

NREL 290 **- Nursing Care of the Client with Complex Multi-System Medical/Surgical Health Deviation 0 credits. The clinical component for NURE 290.**

NURE 291 - Leadership and Management Seminar

This course builds upon the foundation of NURE 211, 212, 250, 260, 270, and LPN education. It is an introduction to the theory and practice of nursing leadership and management. Emphasis is placed on thinking critically, communicating effectively, handling conflict, delegating successfully, building teams, controlling resources, and improving quality to act in the role of a highly successful nurse. The role transition from a licensed practical nurse to a registered nurse will also be explored. 1 **hour per week; 1 credit; 15-week course. NURE 211/212, 260,270, NREL 260, 270. GPA 2.5**

School of Nursing Grading Policies

     The following system of grading is used to indicate the quality of a student's work in all nursing (NURE) courses at Trinitas School of Nursing.

C+ or 74.45 is the minimum passing grade for all NURE courses and progression to the next course.

Grade	Numerical Value	Percentage
A	4	89.45 – 100
B+	3.5	84.45 – 89.44
B	3	79.45 – 84.44
C+	2.5	74.45 – 79.44
C	2	69.45 – 74.44
D+	1.5	64.45 – 69.45
D	1	59.45 – 64.44
F	0	Below 59.44
I	Incomplete▪	0
XF	Incomplete Changed to Failing▪	0
UF	Unofficial Withdrawal▪	0
W	Official Withdrawal	0
AU	Audit – No Credit	0

<u>**Notes**</u>

     An incomplete grade may be given in cases of extenuating circumstances approved by the Instructor. A grade reported as "Incomplete" at the end of a semester will be permanently recorded as ▪ **XF** (F) if the incomplete is not removed within the first six weeks of the next regular semester. A ▪ **UF** is assigned if a student stopped attending; or did not officially withdraw. This is calculated as a failing grade (F).

     It is the student's responsibility to make acceptable arrangements with the instructor to complete the course requirements within this period. If the student is unable to contact the instructor, timely notice should then be given to the Dean. **As a note, each NURE course and the associated clinical (NREL) is a pre-requisite for the next NURE course**

     It is the student's responsibility to report an error on his/her recorded grade to the Instructor within two weeks of posting of the grade. Otherwise, it is assumed that the grade recorded is accurate and will be recorded permanently on the student's record.

  C+ or 74.45 is the minimum passing grade for all NURE courses and progression to the next course.

1. A grade of **C** is the minimum acceptable grade for all nursing curriculum science courses taken at Union County College
2. A grade of **D** is the lowest passing grade for all other Union County College courses
3. A minimum grade of **C** is required to obtain transfer credit to Union County College
4. A student's academic standing at Union County College is based upon his/her performance in all courses expressed in terms of the "academic average" he/she achieves. In computing this average, the following numerical values are assigned to each letter grade.
5. Instructors enter final grades online. Students must go to webservices.ucc.edu to view or print their final course grades. Instructors are not permitted to post grades by social security numbers. No information regarding grades will be offered over the phone.

Union County College, Catalog 2020-2021:
http://onlinecatalog.ucc.edu/content.php?catoid=7&navoid=1269&hl=%22grading%22&returnto=search#grades

Grade Point Average

Computation of the cumulative grade point average of a student's performance in all courses is accomplished by multiplying the assigned numerical value of each letter grade by the number of credit hours that the course requires

Quality Points

Numerical quality points are then determined by multiplying the above values by the number of credit hours which the course carries. For example, a three-credit hour course in which the student receives a B represents 9 quality points earned.

Academic average is determined by dividing the total number of quality points earned by the total number of credits taken, whether passed or failed. The following table is an illustration of this computation:

Grade & Quality Numerical Points

Course	Credits	Value	Per Course
HIS 101	3	C (2)	6
PSY 101	3	B (3)	9
BIO 111	4	D (1)	4
FRE 101	3	A (4)	12
ENG 101	3	B+ (3.5)	10.5
CST 101	3	F (0)	0
	19		41.5

Total credits taken: 19
Total quality points earned 41.5;   41.5 divided by 19 = 2.18 GPA

Incomplete Grades for NURE Courses

Incomplete Grades

The course instructor, in cases of illness or extenuating circumstances, may assign an "incomplete" grade if the student has informed the instructor of the circumstances in advance. The student assigned an "Incomplete grade" is required to successfully complete all outstanding course work by the sixth week of the next regular semester or the incomplete grade is converted to a failing or F grade. It is the student's responsibility to make acceptable arrangements with the instructor to complete the course requirements within this period. If a student receives an incomplete grade in a nursing course, then the student must complete that course successfully before enrolling in the subsequent nursing course.

Transfer Credit from Other Colleges and Universities

If a student completes any applicable science or general education courses at another college or university, it is the student's responsibility to ensure Union County College receives official transcript evidence in order for the corresponding transfer credit to be entered on the Union County College (UCC) transcript. Official transcripts from other colleges must be sent to the UCC Admission office for evaluation. The transcript evaluation process may take up to 6 weeks to be completed with the posting of equivalent courses to your UCC transcript. The nursing program does not accept transfer credits for nursing coursework from other academic institutions.

Students who have completed college level courses at an accredited college or university will be evaluated for transfer credit for up to 36 credits. A minimum grade of "C" or 70 is required to receive transfer credit for all general education courses.

Safety and Security

UCC security is available when the Elizabeth campus Kellogg building is open. Any security related incident should be reported to the Security Department immediately by dialing 5159 from any campus landline phone or 908-659-5159 from a cell phone. The main Security desk is located on the first floor of the Elizabeth campus.

Students should display a valid Union County College ID badge when on any of the UCC campuses including the Kellogg building. Hospital issued ID badges are to be worn while on clinical facility property.

Security officers will investigate all complaints. Major offenses are reported immediately to the appropriate police agency.

Medical Emergencies

To ensure public safety in the event of a medical emergency or accident resulting in bodily harm to faculty, staff, students or visitors of the school, emergency medical services are to be contacted using the correct procedure.

Non-medical emergency situations should be reported directly to the Union County College Public Safety Officers in the event of a medical emergency or accident while In the Kellogg building of the UCC Elizabeth campus.

In the event of a medical emergency or accident, emergency medical services should be contacted by dialing 9, then 911 from any UCC phone, or 911 from any cell phone.

- After Emergency Medical Services are contacted, notify the UCC Public Safety office (Kellogg Building, Elizabeth campus) of the emergency by dialing 5159 from any UCC landline phone or by calling 908-659-5159 from any cell phone.
- UCC Public Safety officers will complete an Incident Report describing the emergency or accident.
- Red emergency distress buttons are in the hallways and in the bathrooms of the UCC Kellogg building and can be used to alert public safety officers in the event of an emergency on campus.
- All emergencies are to be reported to the Trinitas School of Nursing office (Room 324) or by calling 908-659-5200.

Faculty and students are to follow the procedure for the reporting of emergency medical incidents respective to each healthcare organization during off-campus clinical experiences

Parking
- Elizabeth campus (Kellogg building): Parking Permits may be obtained at the Union County College Office of Student Accounts. Student parking is available in the J. Christian Bollwage Garage with allocated spaces for Union County College. Parking is permitted between 7 a.m. and 11 p.m.

- Handicapped parking is available in the rear of the Lessner and Kellogg Buildings.

- Trinitas Regional Medical Center, Williamson Street campus: Parking is available for the evening and weekend students and faculty in the hospital parking garage (4th floor and above). Prior to leaving the hospital, students are required to have their parking ticket validated at the Security Base. Student valid Trinitas student ID is required. The student inserts the "validated" ticket into the gate "machine" upon exiting the garage. Garage attendants are no longer available to accept tickets.

- During the weekday hours, cars may be parked at an offsite location and a hospital shuttle is available on a regular schedule to transport students to the hospital.

- During emergency situations when the parking procedure is impacted, the students will be

notified through the LMS of temporary arrangements.

- Trinitas Regional Medical Center, New Point Campus, parking is available for students.

- Please refer to course clinical syllabus or clinical instructor for further information regarding parking at clinical sites other than Trinitas Regional Medical Center.

Trinitas School of Nursing Address and Office Hours

The School of Nursing office is located in Room 324 of the Kellogg Building and maintains regular office hours Monday through Friday 8:30a.m.-5:00 p.m. The School of Nursing is closed on Fridays from June through August.

The phone number for the School of Nursing office is 1-908 659-5200 and 5203. A voice mail system is in place for administration, faculty, and staff. The School of Nursing FAX number is 1-908 659-5201.

There is a locked drop box located outside of the School of Nursing Administrative hallway available to students when the when building is open and the school of nursing office is closed.

The address for the Trinitas School of Nursing is:

40 West Jersey Street
Elizabeth, New Jersey 07202
Website: www.trinitasschoolofnursing.org

Change in Name/Address/Telephone Number/Social Security Number

Students who make a change in name, telephone, address and/or social security number must complete a Change of Information form in the School of Nursing office and the Registrar's Office at Union County College.

Students who have a post office box must also provide the Admissions Office with proof of residency to determine county residency charges. Students will be asked to show appropriate proof of residency, name and social security number changes.

The School is not responsible for any information that the student does not receive due to an incorrect name or address. Mail that is not returned will be considered delivered according to U.S. Postal Services.

Family Educational Rights and Privacy Act of 1974 (FERPA)

It is the policy of the School of Nursing to allow students to have access to certain records maintained by the School and to provide an opportunity for a hearing to challenge the accuracy or appropriateness of such records.

The purpose of the act is to protect the privacy of students and parents, and to notify students and their parents of their rights to privacy as provided under Section 438 of the General Education Provision Act as amended. This handbook serves to notify all students of the provisions of the act.

Provisions:

- Students enrolled at the School of Nursing have the right to inspect and review their educational record. If any material or document in the educational record of a student includes information on more than one student, each student will have the right to inspect and review only the part of the material or document that relates to him/her.
- Because the School of Nursing is an institution of post-secondary education, the permission or consent required of and the rights accorded to parents of students who have not attained eighteen years of age shall only be required of and accorded to the student.
- The Registrar of Union County College has the responsibility for maintenance of transcript of academic grades and other documents relative to the student's enrollment.
- The Dean of the School of Nursing has the responsibility of maintenance of the students "clinical educational record".
- The term "clinical educational record" at the School of Nursing includes only the following materials and documents.
  - Acceptance letters
  - Registration checklists
  - Completed re-entry packets
  - Clinical evaluations, warnings/failures
  - Any official school communications pertaining to academic matters
  - Awards and scholarships

"Clinical educational record" does not include the following:

- Financial records of parents or students
- Transcript of academic grades
- Records of administrative and teaching faculty which are in the sole possession of the maker and which are not accessible to or revealed to any other person
- Health record. This record may be personally reviewed by a physician, psychiatrist, psychologist or other recognized professional person of the student's choice.
- Confidential recommendations regarding admissions, honors and awards, or employment if the student has signed a waiver of his/her right to access to this information.

Such a waiver shall apply to recommendations only if:

The student is, upon request, notified of the names of all persons making confidential

recommendations. Such recommendations are used only for the purpose specifically intended.

The School of Nursing may release the following "directory information" on any student after waiting a reasonable period, unless the student has designated that it should not be released without his/her prior consent:

- a.   Name
- b.   Address
- c.   Telephone listing
- d.   Date and place of birth
- e.   Field of study
- f.   Participation in recognized school activities
- g.   Dates of attendance
- h.   Diploma and awards received
- i.   Most recent previous educational institution attended

Students requesting that their directory information not be released must:

- a.   Submit their request in writing and include the following:
  - o Their name, student ID number, current address and current telephone number.
  - o A statement specifically stating which items of directory information the student does not wish released.
  - o The semester for which this information should be withheld.
  - o The student's signature.
- b.   Submit a request each semester that the student wishes his/her directory information withheld before the tenth day of classes for that semester.
- c.   It is not necessary to submit a request to withhold directory information for summer semesters; any request for a spring semester will remain in effect throughout the summer session.
- d.   Requests to withhold directory information should be addressed to: Registrar - Union County College.

The School of Nursing will not permit access to or release of any record or personally identifiable information (other than directory information) without the written consent of the student to any party other than the following:

- a.   School officials
- b.   Union County College officials when designated appropriate by the Dean of the School of Nursing
- c.   The New Jersey State Board of Nursing
- d.   Accrediting organizations to carry out their accrediting functions
- e.   Organizations conducting studies for or on behalf of educational agencies and

institutions for education purposes if such studies do not permit personal identification of students by person's other representatives of such organizations and with the understanding that the information will be destroyed when no longer needed for purposes of the designated study.

f. Authorized representatives of the Comptroller General of the United States Department of Education, administrative heads of education agencies or state educational authorities about the audit and evaluation of this program.

g. Authorized judicial representative in compliance with a judicial order or a lawfully issued subpoena. The student will be notified of the order or subpoena in advance of compliance by the School of Nursing. Such court orders must be delivered to the office of the President of the Trinitas Regional Medical Center (TRMC) where the court official shall be requested to produce proper identification and state the specific nature of his inquiry and the date of the required court appearance. An appointed representative of TRMC will then arrange to personally deliver the required student record to the court on the date of the hearing.

h. Organizations or agencies connected with a student's application for or receipt of financial aid.

Consent must be in writing, signed and dated by the student giving consent, and shall include:

      (1) specification of the portions of the educational record to be released;

      (2) the reason for such release, and

      (3) the name(s) of the person(s) to whom the records will be released.

The School of Nursing will not release personal information on a student except on condition that the party to which the information is transferred will not permit any other party to have access to it without the consent of the student. A statement informing such party of this requirement will be included with the information.

The School of Nursing will maintain an access record which will be kept with the clinical educational record of each student and which will indicate all individuals, agencies or organizations except those at Union County College and the New Jersey State Board of Nursing who have requested or obtained access to a student's educational record.

It will also indicate specifically the legitimate interest that each person, agency or organization has in obtaining this information. The access record will be available only to the Dean of the School of Nursing and to those persons responsible for the custody of the records and the audit of this policy.

Students may request access to their own clinical educational records at the School of Nursing by writing to the Dean of the School of Nursing, 40 West Jersey Street, Elizabeth, New Jersey 07202. The student must specify the type of inspection he/she desires:

(a) it is to be an in-person review;

(b) a copy of the record is to be sent to the student; or

 (c) both.

An access date and time will be sent to the student for an in-person review.

- In any case, first review of the educational record by the student will be granted within forty-five (45) days after the request has been made.

Students may obtain copies of any material or document contained in their clinical educational record except official copies of documents received from other agencies and institutions such as high school or college transcripts. The cost is as follows:

1 - 5 pages	$3.00
6 -10 pages	$6.00
11 - 15 pages	$9.00

Students may request explanations and interpretations of any portion of their educational record. Such requests will be in writing and will receive a response within twenty-eight (28) days.

If a dispute arises regarding the content of the clinical educational record, the Dean of the School of Nursing or his/her designee, will attempt to settle it with the student through informal meetings or discussions. Upon request of the Dean of the School of Nursing or the student, a formal hearing will be held.

Students may request a hearing:

(1) to challenge the content of the clinical educational record to ensure that the record is accurate, not misleading or otherwise in violation of the privacy or other rights of the students;

(2) to provide an opportunity for the correction or deletion of any such inaccurate, misleading or otherwise inappropriate data; and/or

(3) to insert into the clinical educational record a written explanation by the student in respect to the content of the clinical educational record.

The hearing will take place within thirty (30) working days of the request. The student will be afforded a full and fair opportunity to present evidence relevant to the issues listed above. The Dean of the School of Nursing or his/her designee will hear the student. A decision will be rendered within ten (10) working days after a conclusion of the hearing.

Tuition and Fees

Students are referred to the current Union County College Student Handbook and website, www.ucc.edu, for current information on Union County College course tuition, fees, refund policy, and payment options.

The School of Nursing website, www.trinitasschoolofnursing.org has current information on

School of Nursing specific tuition, fees, and refund policy under the *Program Information* tab.

Financial Aid

Union County College offers many types of financial aid from federal, state, and institutional sources to help students fund their educational goals. For information on the various types of aid available, please visit: https://www.ucc.edu/admissions/paying-for-college/ Application Procedures

Students seeking financial aid need to complete two forms to apply for all federal and state scholarships and grants, federal loans, federal work study, and all institutional scholarships:

- The Free Application for Federal Student Aid (FAFSA)
- Union County College Scholarship Application

Full and part-time students may be eligible for financial aid; however, some forms of aid will be adjusted for students who are less than full-time.

Steps to the Financial Aid Application Process

- **Step 1**: **Complete the FAFSA**. The first step is to complete the FAFSA (Free Application for Federal Student Aid) at https://fafsa.ed.gov/ Remember to enter the school code of 002643 for Union County College. You will need to apply for a Personal Federal Student Aid ID (FSA-ID). If you are a dependent student, you and one parent will need to apply for separate FSA-IDs and use the FSA-IDs to electronically sign your FAFSA. You and/or parents must complete a federal tax return if required. While completing the FAFSA on-line, you and/or parents can import their federal tax information from the IRS using a secure data retrieval tool (DRT). Once you reach the Web confirmation page, locate the link entitled "Optional Feature – Start your State Application." Respond to the questions and submit the additional information to the State of New Jersey.

- **Step 2**: **Apply for Scholarships**. Once a student has submitted a FAFSA, they should also complete the Scholarship Application. This is the application for all Union County College and Trinitas awarded scholarships. If you are interested in applying for scholarships, please visit **https://www.ucc.edu/admissions/paying-for-college/scholarships/**

- **Step 3**: **Review your Student Aid Report.** Once you have submitted a FAFSA, the U.S. Department of Education will process your FAFSA and send you a copy in the form of a Student Aid Report (SAR). The SAR will be sent to the you electronically if you have listed an e-mail address on your FAFSA. Please review your SAR and notify the Union County College Student Services Center. If you have made any mistakes, the Financial Aid staff will walk you

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through how to correct them.

- **Step 4**: **Review your Correspondence from HESAA**. The U.S. Department of Education will also send your information to the college listed on your FAFSA, as well as to the New Jersey Higher Education Student Assistance Authority (HESAA). HESAA will notify you of your eligibility for TAG or to request additional information.

- **Step 5: Check your financial aid status online**. All communication from Financial Aid is in an electronic format. It is essential that you check Web Services to view your financial aid status and/or any documents required to complete your financial aid application. You should check your Owl's Nest e-mail account daily because all communication we send to a student is sent through this e-mail.

Financial Aid Application Deadlines

A free FAFSA application must be completed each year and serves the entire academic year (Fall, Spring, and Summer terms). The FAFSA becomes available each October for the following Fall and will remain available through the following Summer. It is recommended students complete the FAFSA as soon as possible.

For more information on state grants, please visit the website for the State of New Jersey Higher Education Student Assistance Authority (HESAA) at www.hesaa.org. Certain funds are available on a limited basis; therefore, it is in your best interest to apply as early as possible.

To be eligible for Federal and State financial aid programs, you must:
- Be accepted as a student in an eligible certificate or degree program.
- Be making satisfactory academic progress for financial aid purposes.
- Have a high school diploma, General Education Development (GED) certificate, or a secondary school completion credential for home school.
- Be a U.S. citizen or eligible non-citizen (This includes legal permanent residents, or green card holders.).
- Have a valid Social Security Number.
- Register with Selective Service if required.
- Not be in default on a previously awarded student loan or owe a refund on a previously awarded grant.
- Different forms of financial aid may have additional eligibility criteria.

Trinitas School of Nursing Scholarships

The School of Nursing awards scholarships each semester to students who demonstrate academic excellence. A minimum Union County College GPA of 3.25 is required for Kellogg scholarship award consideration. A minimum Union County College GPA of 3.0 is required for all

<u>other nursing scholarship award consideration.</u> Scholarships are awarded based on the funds available, the number of students who meet the GPA eligibility criteria, and other specific scholarship eligibility requirements.

Applications for the School of Nursing scholarships are available in the School of Nursing office (RM 324) and at **www.trinitasschoolofnursing.org** .

An application must be completed **<u>each semester</u>** by the published deadline (January 15th for Spring semester award consideration and July 15th for Fall semester award consideration) to be considered for all nursing scholarship awards. Late applications will not be accepted.

A Free Application for Federal Student Aid (FAFSA) and a UCC Financial Aid application must be on file in the Union County College Financial Aid office to be eligible for Trinitas nursing scholarships.

Students who have failed a nursing course are not eligible for nursing scholarships.

List of Nursing Scholarships Available

- **JC Kellogg Foundation Scholarship:** Kellogg Scholarships are awarded on a <u>competitive basis</u> each semester to students who have completed NURE 132 or NURE 250 and who have a cumulative GPA of 3.25 or higher. Scholarships will be awarded based on GPA rank order. The award amount is based on the nursing course being taken as well as the scholarship funds available each semester. There is a moderate "Give Back" component to earning the Kellogg Scholarship. Details are available in the School's Main Office.
- **Switzer Foundation Scholarship(s):** Awarded each semester to female students who are US Citizens, who have legal residency within 50 miles of New York City, and who have a demonstrated financial need.
- **Trinitas Professional Education Assistance Program Scholarship(s):** Awarded each semester to students entering a clinical nursing course who have demonstrated academic excellence and/or a financial need.
- **Hetzel Family Scholarship(s):** Awarded each semester to a male and a female student who demonstrate satisfactory academic progress with a cumulative GPA of 3.0 or above. Financial need may be considered. Eligible students will have completed NURE 131 or NURE 250.
- **Summit Area Public Foundation – Cole-Matreyek Memorial Fund Scholarship(s):** Awarded each semester to students entering a clinical nursing course. This scholarship award is based on academic performance. A cumulative GPA of 3.0 is required. Financial need may be considered.
- **Janice B. Pasko Memorial Scholarship** – Awarded each semester to a Generic program student with a minimum GPA of 3.0 and documented financial need. The student must also show evidence of being a caring individual.

Student Financial Obligations

Students are expected to be aware of financial obligations to Union County College and the Trinitas School of Nursing. Student with outstanding financial obligations will be withdrawn from nursing and/or college courses and will not be permitted to register for NURE courses or obtain grades or transcripts until financial obligations are met.

Academic Advising

Academic advising is available to all students through the School of Nursing and Union County College. Nursing course changes are to be made through the School of Nursing. Students may register and adjust non-nursing college courses with the academic advisors at Union County College.

Transcripts

An official Union County College transcript is a copy of the student's academic record, which may be issued at any time during and following attendance at the College and the School of Nursing, showing all subjects completed.

Requests for transcripts can be made online by visiting: https://www.ucc.edu/admissions/online-transcript-request.

Union County College Transcripts cost $10.00 per transcript. Students are not entitled to transcripts unless all financial obligations to the College have been met. Unofficial transcripts are available online through Web Services. Contact the Registrar for additional information at registrar@ucc.edu or 908-709-7132.

A currently enrolled student can print an unofficial academic transcript through Union County College web services by logging into the Union County College Owl's Nest student portal and following the directions below:
1. Scroll down to Web Services
2. Click on Academic Profile
3. Click on Transcript
4. Print the transcript

Bookstore

The Bookstore located on the Elizabeth Campus Kellogg Building, first floor, carries all required textbooks and other educational resources for the School of Nursing. The bookstore hours vary. For additional information, check the bookstore website at https://www.ucc.edu/campus-life/college-facilities/college-bookstore/ or call 908-709-7619.

Inclement Weather Policy (School Closing/Delayed Opening)

The School of Nursing and Union County College will be open for classes according to the Union County College academic school calendar unless inclement weather conditions or other emergency situations compel the administration of either institution to close school or postpone the start of the regular school day.

 If Union County College is closed, the School of Nursing will also cancel class sessions (theory or clinical) for that day. The decision to close the School of Nursing will normally be made by 6:30 a.m. for day classes and by 1:00 p.m. for evening classes.

Delayed openings are announced on the college website. The decision to close Union County College (UCC) or delay classes is posted on the homepage of the Union County College website www.ucc.edu. Students will not be recorded as absent on a day the school has closed due to inclement weather.

Emergency Notification Process

Union County College utilizes the REGROUP emergency notification system. All Trinitas School of Nursing students are automatically entered in the database for emergency notifications. Students can choose to be removed from the database at their request.

Smoking Policy

 All Union County College property, including the Trinitas School of Nursing, is smoke-free which includes the use of electronic cigarettes.

- Smoking is defined as the burning of a lighted cigar, cigarette, pipe, or any other matter or substance that contains tobacco as well as the use of smokeless tobacco, snuff, and electronic cigarettes or any product that simulates the act of smoking.
- Students are required to follow the smoking policies for all clinical facilities while on facility grounds.
- Fines and disciplinary action may be imposed on students violating this policy as defined by the Trinitas School of Nursing and Union County College Student Code of Conduct.

Registration for Nursing Courses

Students are expected to register for Fall, Spring, and Summer nursing classes during the designated times established by the School of Nursing and Union County College. Students pre-register for nursing courses in person at the School of Nursing and complete registration at UCC.

In the event that the college buildings are closed over an extended time as in the case of a community health emergency, registration may take place virtually. Students will be informed in

advance of the registration dates and registration process through the Trinitas School of Nursing website and the Canvas community shell.

If payment deadlines are not met, students will be dropped from courses and will be required to re-submit a new course registration form. All course related tuition and fees must be paid as determined by the Union County College payment plan chosen by the first day of class. Non-payment will result in student being dropped from the course and will result in student not being able to attend class for the semester.

Students who wish to register for Union County College general education courses may do so directly at Union County College or online. Students who have questions regarding their course selections are advised to discuss concerns with a Union County College academic advisor or a member of the nursing faculty prior to registration.

Trinitas Student Nurses' Association
All Trinitas nursing students are invited to participate in the Trinitas School of Nursing Student Nurses Association (SNA). The Dean of the School of Nursing and faculty advisors guide and assist the SNA to function effectively and efficiently.
Consult the SNA bulletin boards located in the Kellogg building third floor lounge area for current information. Information about the SNA can also be found in the learning management system CANVAS, under the Trinitas Students, Faculty, & Administration Information.
The SNA promotes leadership among students through opportunities to participate as a SNA officer, class representative, peer mentor or tutor.

Union County College Student Activities
There are numerous activities and functions in which the School of Nursing's student body may participate at Union County College. The Union County College Student Handbook and website provide a full description of all college programs and activities.

Trinitas School of Nursing Student Support Program (SSP)
The Student Support Program is provided free of charge (1-6 sessions) to all Trinitas nursing students and their dependents to aid with resolving personal problems. The program provides confidential consultation regarding personal or family problems, e.g., family crisis, drug or alcohol abuse, marital difficulties, and legal or financial problems.
In addition, the sessions can focus on relaxation techniques, building effective study skills and test taking strategies. The program schedules follow-up sessions, and if needed, makes referrals for outside assistance. The Student Support Counselor also makes suggestions for immediate action and follow-up in the event of an emergency.

A phone service is available 24 hours a day, 7 days a week.

To make an appointment or to have any questions answered, please call:

 The Trinitas School of Nursing Student Support Program:

 Dr. Kathy Forlenza

 908 276-2244 ext. 217

 For immediate assistance in an emergency situation, please call:

 The 24-hour Crisis Hot Line

 908 351-6684

 The location of the support services office is:

Cranford Trinitas Psychiatric Associates

300 North Avenue East

Cranford, New Jersey 07016

The Student Success Through, Effort, Planning and Support (STEPS) Program

The STEPS program is a new program that is designed to assist students with their academic success and retention in the program.

A STEPS orientation for the first nursing courses, NURE 130, NURE 131, and LPN-RN 211/212 is offered every semester. The focus is for the students to identify information needed while in TSON. Time management strategies are highlighted, as well as how to navigate the Learning Management System (LMS-Canvas) to obtain course related materials and to find general school information. The response from the students was overwhelmingly positive.

There are five (5) different workshops in the program. They are offered in both day and evening time frames. The seminars are titled as follows:

- **Using critical thinking in study skills;**
- **Managing stress and anxiety for success;**
- **Test taking strategies;**
- **Think like a nurse; and**
- **Maximizing deep learning; and preparing for final exams**.

There is a faculty/STEPS Coordinator available for individualized advising and support. Re-entry students are required to meet with a faculty/STEPS Coordinator before starting their first re-entry nursing course.

The **STEPS** program motivates students, increases their confidence and allows them to voice their concerns in meeting their goals. Over six (600) hundred students attended the workshops during

the first semester that they were offered. Student comments and evaluations were very encouraging.

School of Nursing Learning Resources

Various learning resources are available to assist students to develop nursing knowledge and patient care skills in an environment other than the classroom or clinical setting. Using computer-assisted instruction, educational media, skills practice simulations and tutorial services; the student can enhance his/her academic performance and personal growth.

Students are strongly encouraged to utilize all available resources at the School of Nursing and Union County College. These services are generally available during the day, evening and weekend, with hours announced and/or posted at the beginning of each semester.

1. **Academic Learning Centers**

The Academic Learning Centers (ALC), located on the Cranford, Plainfield and Elizabeth Campuses provide one-to-one supplemental instruction for students. Instructors, professional tutors, and peer tutors are available to help students with biology, chemistry, English, reading, writing, languages, mathematics, psychology and other subjects. Tutors are available for a wide range of subject areas including nursing. Students may also have their learning styles assessed by Learning Center instructors.

2. **Computer Learning Centers**

The School of Nursing computer laboratory has 29 desk top stations and printing facilities which are available to students during school normal operating hours. The lab is designed as a quiet area for students to utilize available educational resources, and/ or to study. The lab has Windows environment computers. Windows-based software provides some of the latest spreadsheet, database and presentation software. Students are also able to access the Learning Management System, the Internet, and their UCC e-mail accounts. The Lab is open 7 days a week when school is in session. Students must supply their own paper for printing.

3. **Learning/Simulation Center (LSC)**

The Learning/Simulation Center, is located on the 3rd floor of the Kellogg building. The LSC offers students with the opportunity to practice their clinical in a real-world, safe, and non-threatening environment. The LSC instructors are available 7 days a week for assisting students with practicing and evaluating their clinical skills. Students are required to schedule a practice or evaluation appointment by using the appropriate link found in the announcement section of their Learning Management System (LMS) course shell in (CANVAS). For further information, refer to the LSC Student Users' Guide posted in the LMS course shell.

Libraries

Libraries-Union County College

Libraries are located on all three campuses. The Kellogg library located on the Elizabeth campus houses the main collection of nursing books. Check the college website for library hours. The college libraries have remote database access. Students have access from their home computers or from any other computer outside the campus network.

For access follow these directions:

- Go to https://www.ucc.edu/library/
- When prompted for a username and password, enter your UCC student ID and password.
- Click on "Databases: Articles."
- Click on the database you wish to search.

4. **ATI Student Resources**

The Trinitas School of Nursing utilizes the ATI Nursing Education web-based learning system as an additional support and resource for students. Students entering NURE 130 and NURE 211/212 will receive an orientation to the resources and assessment testing which are offered through ATI. Students have access to the ATI resources throughout the program.

5. **Student Academic Support Program**

The faculty of the Trinitas School of Nursing are committed to promoting the academic success of students. The S.T.E.P.S (Success Through Effort Planning and Support) to Success program offers students access to workshops focusing on strategies which will promote their success throughout the program. A list of workshops will be published each semester on Canvas in the Community section. An email to all students is sent when a workshop is ready to be presented.

6. **Peer Mentoring Program**

The Trinitas Student Nurse Association (SNA) sponsors a peer mentoring program which promotes collaboration and mentorship between students in upper level courses and lower level courses. If a peer mentor is desired, contact the Director of the Learning/Simulation Center. More information on the peer mentoring program can be obtained through the SNA.

7. **Tutoring Services**

Free tutoring services are available to all Trinitas School of Nursing students. Dosage calculation math tutoring is available through the Trinitas Learning Simulation Center. General nursing tutoring is available through the Trinitas Student Nurses Association and through the Union County College Academic Learning Centers on both the Cranford and Elizabeth campuses.

Student Input into the Nursing Curriculum

Each semester the nursing program requests student volunteers, through the Trinitas Student Nurses Association (SNA), to participate in program governance activities. Student volunteers are invited to participate in monthly Curriculum Committee meetings as a member of the community of interest impacted by the School of Nursing.

Community of Interest Input into the School of Nursing

The school of nursing holds regular biannual School of Nursing Advisory Board meetings with the goal of obtaining input from communities of interest. The School of Nursing Advisory Board members represent local healthcare agencies, alumni, academic partners and community members. A student representative is also invited to participate in the Advisory Board meetings of the school.

Special Requirements of the School of Nursing

Requirements for Licensure as a Registered Professional Nurse

The Nurse Practice Act of the State of New Jersey, the Board of Nursing Statutes (NJSA 45:11-26 et seq.) and Regulations (NJSA 13:37) govern the legal practice of nursing in the state. It is important for students who plan to study nursing to know the licensure requirements which include the following:

"An applicant for a license to practice professional nursing shall submit to the board evidence in such form as the board may prescribe that said applicant...is of good moral character, is not a habitual user of drugs, and has never been convicted or has not pleaded nolo contendere, non vult contendere or non vult to an indictment, information or complaint alleging a violation of any Federal or State law relating to narcotic drugs."

There are three elements that are required for licensure as a nurse in New Jersey:
1. Graduation from an approved school of professional nursing;
2. Criminal history background check clearance;
3. Pass the NCLEX-RN licensing examination.

In addition, the official application for professional nurse licensure by examination requires that applicants provide information or answer the following questions. The graduate will be required to:

1. Submit a valid social security number.
2. Provide proof of US citizenship or permanent residency.
3. Provide documentation if you are in default of any student loan.
4. Provide information regarding court ordered child support.
5. Answer questions and provide information regarding any medical conditions or impairments.

6. Answer the question, have you ever been summoned; arrested; taken into custody; indicted; tried; charged with; admitted into pre-trail intervention (PTI); or pled guilty to any violation of law, ordinance, felony, misdemeanor or disorderly person's offense, in New Jersey, any other state, the District of Columbia or in any other jurisdiction. (Parking or speeding violations need not be disclosed, but motor vehicle violations such as driving while impaired or intoxicated must be).

7. Answer the question, have you ever been convicted of any crime or offense under any circumstances? This includes, but is not limited to, a plea of guilty, nolo contendere, no contest, or a finding of guilt by a judge or jury.

Thus, before beginning a nursing education program, applicants must consider whether there is any legal reason why they might not be qualified for licensure. A criminal background check is now required for all new licenses. The state Board of Nursing has the authority to deny licensure if the applicant has a criminal record.

The Board of Nursing for each state decides on an individual case basis at the time of application for licensure. Applicants should consider their current lifestyle and personal history before embarking on a course of study to ensure that, even though successful in completing the nursing program, they are ineligible for licensure.

Questions and concerns regarding these requirements may be discussed in confidence with the Executive Director. Applicants may, if they prefer, call anonymously to discuss their situation with the Director. The full application and detailed information can be found at http://www.nj.gov/lps/ca/nursing/nurse_app.pdf.

Licensure Exam (NCLEX-RN)

To receive licensure as a Registered Professional Nurse (RN), all graduates must successfully pass the National Council Licensure Exam (NCLEX-RN). The NCLEX is developed to measure the minimum knowledge, skills, and abilities required to deliver safe, effective nursing care at the entry level. It is written and administered by the National Council of State Boards of Nursing (NCSBN).

NCSBN is a not-for-profit organization whose members include the boards of nursing in the 50 states, the District of Columbia and four U.S. territories. NCSBN is the vehicle through which boards of nursing act and counsel together to provide regulatory excellence for public health, safety and welfare.

The goal is to pass the NCLEX-RN on the first attempt of taking the exam and test within 2-3

months of nursing program completion. To be familiar with the exam, each student entering NURE 131 will receive a copy of the NCLEX-RN Test Plan® upon entering the nursing program. The new test plan is effective on April 1, 2019.

The NCLEX-RN Test Plan® provides a concise summary of the content and scope of the licensing examination. It serves as a guide for examination development, as well as candidate preparation. Each NCLEX-RN® examination is based on the test plan. The NCLEX examination assesses the knowledge, skills and abilities that are essential for the nurse to use to meet the needs of patients requiring the promotion, maintenance or restoration of health. The NCLEX-RN Test Plan® outlines beliefs about people and nursing that are integral to the examination, cognitive abilities that will be tested in the examination and specific components of the licensing examination. Further information on the NCLEX-RN and licensure can be found at **www.ncsbn.org.**

Students graduating from the program have access to an NCLEX-RN Review Course. This three day on campus review course provides students with strategies for NCLEX-RN Success. All students graduating from the School of Nursing are required to take the course which is covered through either a grant or an NCLEX fee charged in the final semester of the program track.

Admission to the School of Nursing

Prior to applying to the Trinitas School of Nursing, prospective students must apply to Union County College as a Health Science major. Students then apply for the specific program track for which they are interested. NURE 130 (Generic Track) Enrollment Consideration applications are accepted twice a year. LPN to RN admission is once a year in the Fall. Both generic and LPN-RN track enrollment application dates are available on the school's website. Applications are available online at http://www.trinitasschoolofnursing.org/applications_and_documents.htm

Students must complete the following minimum requirements to be eligible to apply for the School of Nursing:

Generic Program Track

- Have successfully completed or be in progress with the co-requisite courses for NURE 130 or submit evidence that the student registered for the co-requisite courses.
- Attend a Trinitas Nursing Information Session. Check the school website for more information about the Information sessions.
- A minimum Union County College GPA of 2.5. (if student does not have a Union County College GPA, the high school GPA will be used if student is within a year from high school graduation).

- Complete the ATI TEAS Admission Exam with a minimum cumulative score of 50%.

Enrollment into NURE 130 is by invitation only and based on the following criteria:
- The number of available NURE 130 seats per semester
- The status of co-requisite courses
- The UCC GPA, quality (grade) points, and TEAS score.
- A minimum Union County College GPA of 2.5. (if student does not have a UCC GPA, the high school GPA will be used if student is within a year from high school graduation).
- Attendance at an Information Session. Check the school website for more information about the Information sessions.

Note: Nursing courses are highly challenging and may require many hours of study time for successful completion. It is highly recommended that students complete all science and general education courses prior to seeking enrollment in NURE 130, especially if the student continues to work while attending nursing school.

LPN-RN Program Track

Application for enrollment consideration for the LPN-RN track requires the following:
- Successful completion of **all** pre-requisite general education and science curriculum course work. A minimum grade of C is required for science curriculum courses.
- Union County College GPA of 2.5 or higher.
- Attendance at a Trinitas School of Nursing Information Session prior to submitting LPN-RN track enrollment application. Check the school website for more information about the Information sessions.
- Valid unencumbered LPN license.

Meeting the minimum admission criteria is not a guarantee of seat availability or acceptance into the Trinitas School of Nursing.

Essential Functions of Nursing

The School of Nursing defines functions that are essential for student participation in educational programs at the school and the procedures to be followed if a student does not meet the defined standards. The school has identified the essential functions for the safe and effective practice of nursing that must be achievable by students. These essential functions are set forth in writing to guide the school in consideration of any student.

The School of Nursing is required to provide reasonable accommodations to students who

are qualified individuals with disabilities and who can, with or without reasonable accommodations, perform the essential functions required of nursing students.

The practice of nursing must not pose a threat to the health and safety of the patients that it serves. School of Nursing students will act to protect the welfare of patients. A student whose behavior or performance raises questions concerning his or her ability to fulfill the essential functions may be referred to the Dean of the School of Nursing. Students unable to fulfill the essential functions, with or without accommodation, may be dismissed from the nursing program.

Student Essential Functions are as follows:
1. Knowledge, skills and attitudes to function in diverse clinical settings and perform within their scope of practice;
2. Functional use of sensory and motor functions to permit them to carry out the activities in the areas listed;
3. Ability to consistently, quickly and accurately integrate all information received by whatever sense(s) employed and the intellectual ability to learn, integrate, analyze and synthesize data;
4. Capability to perform in a reasonably independent manner. Clinical decision making and exercising clinical judgment are essential functions of the role of the student.

School of Nursing students must have abilities and skills in the following areas:
A. **Sensory Abilities (Visual, Auditory and Tactile)**
   - Must be able to observe a patient's appearance and changes such as skin color or condition and perform procedures that require visual accuracy such as preparing the right dose of a medication in a syringe
   - Sufficient ability to perform health assessments by inspection, palpation, auscultation and percussion.

B. **Communication Abilities**
   - Able to communicate with accuracy, clarity and efficiency with patients, families and other members of the health care team (including spoken and non-verbal communications).
   - Communication abilities include speech, hearing, reading, writing, language skills and computer literacy.
   - Possess the ability to use and comprehend standard professional nursing and medical terminology when using or documenting the patient's medical record.

C. **Cognitive, Conceptual and Critical Thinking Abilities**
- Ability to read and understand written documents in English
- Ability to measure, calculate, reason, analyze and synthesize.
- Ability to comprehend spatial relationships, for example, determine intramuscular injection sites.
- Ability to problem solve and use critical thinking to identify the cause/effect relationships in clinical situations.
- Ability to evaluate the effectiveness of nursing interventions.
- Possess the ability to effectively and efficiently observe and interpret patient vital signs (heartbeat, blood pressure)

D. **Psychomotor Abilities**
- Has motor function sufficient to provide safe and effective general care and treatment to patients in all health care settings.
- Motor functions required include gross and fine motor skills, physical endurance, physical strength and mobility to safely and effectively perform nursing procedures, and provide routine and emergency care and treatment to patients such as cardiopulmonary resuscitation, the ability to apply pressure to stop bleeding and the ability to open an obstructed airway.

E. **Behavioral and Social Abilities**
- Possess the emotional health required for the full utilization of intellectual abilities and the practice of good judgement in clinical decision making.
- Possess the ability to tolerate physically demanding workloads, adapt to changing environments, and display flexibility to function in rapidly changing clinical settings.

The Trinitas School of Nursing along with Union County College are committed to providing equal educational access for individuals with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments (ADAA) of 2008.

The School of Nursing will, if requested, provide reasonable accommodations to otherwise qualified enrolled students unless: (a) such accommodations impose undue hardship to the institution; or (b) direct threats of substantial harm to the health and safety of others due to the disability cannot be eliminated by any reasonable accommodation available that would allow the student to perform the essential functions; or (c) such accommodations fundamentally alter the educational program or academic standards.

Students Requesting Disability Services

In compliance with the New Jersey Law Against Discrimination (NJLAD), Section 503/504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990, including the recent amendments, reasonable accommodations are provided to address the needs of students with documented disabilities.

Disability Support Services is designed to assist students with documented disabilities. The goals are to ensure that each student is provided equal access to academic programs, activities, and awards without discrimination based on a disabling condition. Students who have documented disabilities can receive assistance by following the School of Nursing procedure:

1. Students requesting accommodations should self-identify to the Union County College Coordinator of Disability Services. The contact information is as follows: phone: 908-709-7164 or email: disabilitysvc@ucc.edu).

2. As defined by law, if a student has self-identified as a person with a disability and wishes to seek accommodations, appropriate documentation must be submitted. All documentation must verify the disability, functional limitations and the need for accommodations. Students must meet all requirements and institutional standards for all classes. Refer to the Union County College Disability Support Services Handbook for examples of appropriate documentation.

3. Students requesting accommodations must complete and submit the Disability Support Services Application which is located on the following website:

https://www.ucc.edu/administration/the-office-for-equal-opportunity/disability-services/

4. Students requesting accommodations should also review the Union County College Disability Support Services Handbook which is located on the following website:

https://www.ucc.edu/documents/administration/Disability_Support_Services_Handbook.pdf

5. Request for accommodations should be completed as soon as possible after acceptance into nursing program and before registering for the course where the accommodation will be needed. Once eligible for accommodations, the student must submit the Accommodations Alert Form to the appropriate course faculty each semester.

Students Requesting Testing Accommodations

Students who present a request for accommodations related to course testing from the Office of Disability Support Services will be accommodated in accordance with Union County College policy.

1. Students are required to provide a copy of the <u>Union County College Accommodations Alert Form</u> from the Office of Disability Support Services to the course faculty each semester. Accommodations alert forms should be submitted prior to the start of the semester.
2. In the event the need for accommodation is identified during the semester, the student must submit the <u>Union County College Accommodation Alert Form</u> to the course faculty at least one week prior to a scheduled exam/quiz for specific arrangements to be made with the Union County College Testing Center.
3. The course faculty is responsible for signing the faculty section of the <u>UCC Accommodation Alert Form</u>. The specific time frame for testing will be designated on the form.
4. NURE testing for accommodated Trinitas School of Nursing students will occur in Room 316 in the Kellogg building or another room (reserved by faculty) at the Trinitas School of Nursing, Elizabeth campus. In emergency conditions, testing may be done virtually.
5. NURE testing will be proctored. Trinitas School of Nursing will arrange for proctors.
6. The testing area will provide minimal distractions.

Mandatory Student Requirements to Participate in Clinical Activities

To participate in clinical experiences, all students are required to complete the following mandatory requirements before registering for the first clinical course of their respective curriculum track (Generic track- NURE 131; LPN-RN track NURE 211/212).

 <u>Documentation of meeting these requirements is to be submitted at the time of course registration.</u>

<u>CPR certification, malpractice insurance and Tuberculosis screening test must remain current and valid for the entire semester for which the student is enrolling.</u>

Please direct all questions concerning health requirements to the Director of Student Health, Mrs. Patricia Stansfield at 908-659-5148 or stansfield@ucc.edu

Additional information and forms related to the mandatory student requirements to participate in clinical activities can be found under the **Registration** tab on the Trinitas School of Nursing website (www.trintasschoolofnursing.org)

Students must keep copies of all their health records submitted for their personal school files.
1. **Cardio-Pulmonary Resuscitation (CPR Certification)**
Students are required to obtain and maintain current **American Heart Association (AHA) CPR**

Certification for the Basic Life Support (BLS) for Health Care Professionals. This is the only type of CPR course accepted by the School of Nursing. The certification needs to be remain current throughout the entire semester that the student is enrolled in.

2. **Criminal Background Check**

   All students enrolled in Trinitas School of Nursing are required to have a negative or clear criminal background check to register for a NURE clinical nursing course, starting with NURE 131, 211/212. The background check must be completed through the approved School of Nursing vendor.

   In addition, the New Jersey State Board of Nursing requires a criminal background check prior to licensure as a Registered Nurse.

3. **Urine Drug Screen**

   All students entering the first clinical course (NURE 131, NURE211/212) must complete an 11-panel urine drug screen through Trinitas Occupational Health prior to course registration. All drug screens must be negative or clear for all 11 substances for the student to register for NURE courses. Trinitas Occupational Health must be notified of all prescription medication(s) that a student may be taking prior to submission of the drug screen. Any student with a positive urine drug screen who cannot provide documentation the medication is prescribed by a healthcare provider or who submits an adulterated drug screen will not be permitted to remain in the Trinitas nursing program. Random urine drug testing may be required of any student as deemed necessary by the School of Nursing Administration.

   Both the criminal background check and the urine drug screen are to be done according to Trinitas School of Nursing policy listed on the appropriate forms. The forms for both the criminal background check and the urine drug screen are available from the following links from the Trinitas School of Nursing website www.trinitasschoolofnursing.org under the **Registration** tab.

http://www.trinitasschoolofnursing.org/misc/TSON_Criminal_Background_Check_(TABB_Form).pdf
http://www.trinitasschoolofnursing.org/misc/TSON_Drug_Screen_Consent_Form.pdf

 A new Criminal Background Check and urine drug screen is required for any student re-entering a clinical course following a voluntary stop out, course withdrawal or unsuccessful attempt.

4. **Malpractice/Liability Insurance**

   All students who are enrolled in a clinical nursing course are required to purchase individual liability insurance for a **Registered Nurse student.**   Insurance is purchased on an annual basis and must remain current throughout the academic year. Insurance coverage needs to be renewed each

year. Students must have the following coverage listed on the policy:

- $2 million for each occurrence
- $4 million aggregate.

The insurance policy must provide coverage for the entire semester in which the student is enrolled.

5. **Student Health Requirements**

Students enrolling for the first clinical course or who are resuming nursing studies after an <u>absence of two consecutive semesters</u> are to complete and satisfy the following health requirements:

- Health history
- Physical exam through a licensed health care provider (link to form below)
- Blood titers* demonstrating immunity to Rubella (German Measles), Rubeola (Measles), Mumps
- Varicella/Herpes Zoster Titer* showing immunity
- Hepatitis B screen*
- Hepatitis C (If you are not immune, additional vaccines are necessarily followed by repeat titers)
- If you are not immune to Hepatitis B, you may sign the Hepatitis B waiver form (located in the online health packet) to decline the vaccination.
- Positive Hepatitis C titers will require further medical clearance.

*Students are required to have immunity to Measles/Mumps/Rubella, Varicella and Hepatitis B; <u>is not immune, student must take a booster vaccine</u>. A follow-up titer is required in <u>3 months</u> following the immunizations. If the student is not immune to Hepatitis B, it is recommended that she/he takes the three (3) dose Hepatitis B vaccine but may sign a Hepatitis B waiver if she/he chooses to do so.

Student health requirement forms and information can be obtained from the school website www.trinitasschoolofnursing.org **under the Registration Information tab.** http://www.trinitasschoolofnursing.org/misc/TSON_Health_Record_Clearance_Form_Instructions.pdf

6. **Tuberculosis (TB) Screening**

All students are required to provide proof of negative results from tuberculosis testing annually. Testing may be accomplished via the traditional Mantoux/PPD skin testing or QuantiFERON-TB blood test. If Mantoux testing is performed, the initial test is a two-step test. Annual testing thereafter is a one-step test. If a student has a positive Mantoux test, a copy of a clear chest x-ray report or negative QuantiFERON test is required. In addition, any student with a positive Mantoux must submit a TB questionnaire completed by the student.

http://www.trinitasschoolofnursing.org/misc/TSON_TB_Questionnaire.pdf

All TB testing needs to be current for the entire academic semester in which student is enrolled.

7. Seasonal Flu Vaccination

All students are required to provide proof of influenza vaccination on an annual basis. Students must receive the current year's influenza vaccine by December 1st or risk not being allowed to complete the fall semester. Students enrolling for the Spring semester must provide proof of influenza vaccine documentation at the time of Spring semester course registration. A declination form must be completed if vaccine cannot be given for religious or medical reasons and is available from the Director of Student Health. Clinical faculty and students who submit a declination form must wear a properly fitting mask when in patient care areas of all clinical facilities.

8. Trinitas Mandatory Education Module

All students need to complete this online mandatory education module for Trinitas Regional Medical Center during the first 2 weeks after the start of a clinical class. The module then needs to be completed on an annual basis each January. Instructions for accessing the module can be found at: http://pfm.healthsource.com/performance/trinitas

Student Injury or Illness

Any student who has experienced any type of injury/illness/condition that may impede their clinical performance or put patient population at risk, must present a physician/nurse practitioner note certifying the student's ability to **resume full clinical activities without restrictions**. After hospitalization, surgery or childbirth, students must submit medical clearance to the clinical instructor. This medical clearance must state the students may return to clinical related activities **without restriction**.

Students must carry their own personal health insurance. They are not covered by Trinitas School of Nursing or Trinitas Regional Medical Center for the cost of medical treatment or care while they are students in the program.

School Policies

Attendance Policy

Attendance is required for all theory/lecture classes, clinical experiences, as well as all Learning/Simulation Center (LSC) appointments. An attendance record will be maintained for all classes/clinical experiences/LSC appointments. If for any reason a class, clinical experience or Learning/Simulation Center appointment is missed, it is the student's responsibility to obtain the material covered.

Theory Class Attendance
- It is expected that all students arrive on time for and to remain for the entire lecture.

- Students are required to notify the theory instructor through Canvas in the event of an unforeseen absence or late arrival.
- If a theory class is missed for a valid reason, faculty may assist the student in determining whether there is availability for the student to attend the missed class at another section, with the permission of the other faculty.

Clinical Attendance

- There is no clinical absence permitted in a nursing course. Emergency cases will be handled on an individual basis by the course faculty.
- Students are required to inform the clinical instructor in advance if they will be absent from the clinical experience. Clinical instructors will communicate to the students at the beginning of the semester how to contact the faculty member.
- A clinical experience absence requires clinical make-up
  1. The number of hours missing in the clinical experience will be the number of hours to be made up. (A 12 hour clinical equals 2 clinical sessions)
  2. The scheduling of the make-up hours is the prerogative of the full-time faculty.
- A clinical absence due to an emergency will be handled on an individual basis by the full-time course faculty.
- Failure to notify the clinical faculty of a clinical experience absence will result in the following actions:
  1. Initial incident will result in a clinical warning for the student.
  2. Second incident within the same course will result in further disciplinary action, up to and including clinical failure.

Learning Simulation Center (LSC) Practice/Evaluation Session Attendance

Students are expected to attend all self-scheduled skills practice and evaluation sessions at the Learning/Simulation Center. Excessive late cancellations (less than 2 hours), lateness, and/or absenteeism are in direct violation to the Trinitas School of Nursing Code of Conduct and will lead to a progressive disciplinary action up to and including dismissal from the program. Student must email: sim@tsonlsc.com if they need to cancel any appointments. Please refer to the Learning/Simulation Center User Guide for more information.

Canvas Learning Management System (LMS – Canvas)

Canvas is the on-line learning management system utilized by Trinitas School of Nursing and Union County College. Faculty will use the Canvas course environment to distribute grades, course outlines, and supplemental instructional materials. Canvas is also the platform used to communicate important information to Trinitas School of Nursing students including changes to policies, scholarship opportunities, registration and electronic sign-up information through the Canvas TSON-Community

Shell.

Theory Class Policy

Theory class consists of classroom learning activities which assist students with applying nursing concepts using various interactive strategies. Students should refer to the course syllabus for weekly student learning objectives and pre-class assignments. Students are expected to prepare for learning activities prior to attending class.

The letter grade received for every nursing course is determined by successful completion of all course requirements. The student must succeed in both the clinical and theoretical components to successfully pass the course. Regular attendance at theory class is expected of all students.

Students are expected to attend the lecture class sessions for which they are registered. Theory class resources such as the course syllabus, power point slides and other class materials are available to students in the Canvas course shell.

Clinical Policy

Clinical learning takes place in a hospital, healthcare facility, community healthcare agencies, and course-arranged simulation environment. Most clinical experiences will include a conference activity, as well as direct patient care under the guidance and supervision of Trinitas School of Nursing faculty.

Clinical performance is evaluated on an on-going basis. The student is expected to demonstrate consistent and safe performance for successful achievement of clinical objectives. Clinical is graded on a pass-fail system.

Clinical assignments are determined by the clinical instructor. Students are expected to adequately prepare to care for assigned patients prior to the clinical experience.

Faculty are authorized to deny a student the privilege of participation in clinical sessions when the student is unprepared, the student presents a health hazard to patients, when performance falls below a competent level with regard to patient safety, or when the student does not meet agency health or professional standards.

- In such situations, participation in clinical experiences will be discontinued until there is evidence that the student's progress meets minimal criteria for safe clinical performance. Students who are identified as not meeting clinical objectives will have an action plan for performance improvement developed by their clinical instructor.

- Students are required to wear their Trinitas ID badge or ID badge issued by the clinical facility during all clinical-related experiences. A fee will be charged to replace a lost name badge. The ID badge must be returned to faculty upon course withdrawal or at the end of the course as instructed by course faculty.

- Students are not permitted to visit any patient in the hospital while in uniform nor may they go to any area of the hospital, other than their assigned unit, unless they have permission from their clinical instructor.

- Telephones in the hospital are not for personal use. **Students do not make or receive telephone calls while on the unit**. Students are not to use mobile devices for personal reasons during clinical. Any emergency call will be taken by your instructor. Cell phones are to be used only in areas designated by clinical facilities during scheduled break times only.

- Chewing gum is not permitted in patient care areas. All agencies in this area are "smoke free." Cigarette smoking or any tobacco use is not permitted while on clinical agency property.

- Students are required to wear the Trinitas School of Nursing uniform during clinical experiences and follow the dress code policy. Please refer to the Uniform Dress Code policy below for more information.

- Students may not discuss patients or patient care in elevators, corridors or other public areas of the hospital; this is a potential violation of patient rights. Students are not permitted to photocopy or otherwise duplicate patient information - this is a violation of patient confidentiality and can result in program dismissal.

- Students may not act as a witness for any consent form. The student may not transact any business for patients.

- Students are not to make engagements with or to take gifts from patients, nor are students to give patients gifts.   This is both unprofessional and unethical.

- Students are never permitted to take or receive medications from the clinical unit in the hospital.

- All breakage of equipment should be reported to the clinical instructor and charge nurse of the patient care unit.

- Students are responsible for their transportation to and from all clinical activities.

- The student must pass all segments of the clinical experience to pass the course.

The respective course clinical syllabus contains information necessary to complete clinical requirements for each nursing course. Clinical objectives will be met in the Learning/Simulation Center and/or in a clinical/community setting. The student is expected to demonstrate consistent safe performance for achievement of a clinical objective.

Clinical evaluation conferences are held to apprise the student of his/her performance each semester. A student may, at any time during the semester, be placed on clinical warning or be issued a clinical failure for inconsistent or unsafe performance. Failure to achieve clinical objectives during any segment of the course will result in a Clinical Failure and a failure in the course.

A student who has received a Clinical Failure may not withdraw from the current course.

Student Injuries During Clinical Activities

All incidents/accidents that occur in the Medical Center or in an affiliating agency during clinical activities are to be reported immediately to the clinical faculty. A Trinitas Regional Medical Center Incident Report and/or an agency report are to be completed by the clinical faculty to whom the incident/accident was reported. The individual involved will be referred to the Emergency Department, if necessary. Faculty members will report all incidents/accidents to the Dean or designee. Students are responsible for any emergency room visit expenses related to injury or accident.

Uniform Dress Code Policy

The Trinitas School of Nursing uniform is to be worn for all hospital or health care agency clinical experiences. The uniform lab coat is to be worn while practicing or testing in the Learning Simulation Lab. The school uniform for clinical experiences consists of a navy shirt and white or blue pants, or skirt for female students and a navy-blue shirt and white or blue pants for male students. All shirts are embroidered with a TRINITAS logo.

A long sleeve, proper fitting white lab coat with a Trinitas ID badge and Trinitas Logo must be worn over appropriate professional attire in all clinical areas when visiting a nursing unit for any purpose other than to provide direct patient care. Clothes and appearance must be neat, clean, appropriate and professional. Clothing should not include any graphics, logos or slogans.

Please refer to the specific course guidelines and/or faculty directions for expected attire in the clinical area. Clothes and appearance must be neat, clean, appropriate and professional at all times. The uniform is purchased prior to the start of classes which contain a clinical component **(Generic track- prior to the start of NURE 131; LPN-RN track- prior to the start of NURE 212**). The uniform is purchased by the student through a school approved vendor, **Medically Equipped**.

Information on how to purchase the uniform can be found on the Trinitas School of Nursing website on this link http://www.trinitasschoolofnursing.org/current_students.htm
Or directly to this website, https://www.medicallyequipped.com/

Approved Uniform Dress Code

Uniform - Navy shirt and white or navy-blue pants, or white skirt for female students and blue shirt and white or blue pants for male students. **All shirts are embroidered with a TRINITAS logo.**

Shoes - Clean, low-heeled white rubber-soled shoes. Must **not** be made of absorbable material such as canvas.

Hose/Socks- Must be worn with shoes.

Hair - Hair should be securely fixed, close to the head, and off the back of neck. Long hair (below shoulder length) must be tied back.

Nails - Short and neatly trimmed with no nail polish. Artificial nails, including tips, extenders, overlays, wraps and acrylic or nail jewelry is strictly prohibited. Nails must be no longer than 0.5 mm.

Jewelry - Only flat wedding bands may be worn. Small, modest post earrings are permitted (2 maximum/ear). For safety reasons, dangling earrings, necklaces or facial piercings are not permitted.

Equipment- All students are required to have a watch with a second hand, bandage scissors, stethoscope and pen light for clinical. The Student Nurses Association may provide a canvas lab bag with a stethoscope, scissor and penlight to all students upon entering NURE 131 or NURE 212.

Lab Coat - A white long –sleeve lab coat with the Trinitas Logo can be worn in the Learning/Simulation Center (LSC) and in certain situations as directed by faculty with non-uniform professional dress.

 Zero Tolerance Policy

All students enrolled in a Trinitas School of Nursing NURE course will be required to read, and uphold the Zero Tolerance Policy. The School adheres to zero tolerance of academic misconduct, academic dishonesty, professional misconduct, and illegal activities. The commitment to zero tolerance is intended to foster and uphold academic and professional integrity as well as to create a safe, secure, and healthy environment in which to learn and work.

The full Zero Tolerance Policy is in the CANVAS Learning Management System community shell.

Student Conduct Policy

Students are accountable for their actions in the School of Nursing, College, Medical Center, and all outside clinical sites. It is expected that students will conduct themselves in a manner that is appropriate for the academic and professional environment.

Student Code of Conduct

Trinitas School of Nursing is committed to providing each student with the best possible environment for learning and acquiring the knowledge and skills necessary to function as a Registered Professional Nurse. To ensure such an environment, Trinitas School of Nursing has adopted administrative regulations in accordance with Federal and State law, and professional nursing and academic parameters that include:

- New Jersey State Board of Nursing Regulations
- American Nurses' Association *Code for Ethics*
- American Nurses' Association *Nursing: Scope and Standards of Practice*
- Trinitas School of Nursing Course Requirements and Clinical Guidelines
- Trinitas Regional Medical Center Customer Service Excellence Standards
- Information published in the Trinitas School of Nursing and Union County College Student Handbooks
- The Family Educational Rights and Privacy Act of 1974

Conduct for which students a r e subject to disciplinary action includes, but is not limited to the following:

- Dishonesty, such as cheating or plagiarism, or knowingly giving false information to the school, an agency, or a website.
- Disseminating information that was fraudulently obtained from the School or from a course.
- Discussing test questions or patient information outside of the appropriate context.
- Interfering with teaching, administration, or any activity of the school.
- Not promptly reporting any illegal and/or unethical behaviors to appropriate faculty and/or administrators.
- Unauthorized entry into or use of the School, College, or Medical Center facilities/resources.
- Theft of or damage to School, College, and/or Medical Center property, or any other clinical site.
- Unprofessional conduct in relationship to communication about Medical Center business or patient information.
- Use, possession of, or distribution of narcotics, alcohol, other dangerous substances, or weapons on School, College, or Medical Center grounds.

- Harassment and/or intimidation of employees or students, including actions that constitute a threat of or actual bodily harm or property damage.
- Assault and/or battery, including rape, acquaintance rape or other sexual offenses.
- Violation of any school policies and procedures; or federal, state or local laws.
- Posting any material or information on social media sites that could potentially violate patient confidentiality or professional behavior guidelines.
- Violating the confidentiality of patient information including the unauthorized duplication or copying of private patient information.

Disciplinary action may result in a warning (oral or written), probation, suspension or dismissal. If a student is placed on disciplinary probation, he/she may not participate in student association activities or hold a school/class office for the duration of the probationary period. Any individual in the School of Nursing, including students, faculty, administration and staff, may initiate grievance procedures by following the school's grievance policy.

Students sign a "Student Code of Conduct" agreement each semester.
It is expected that each student in addition to adhering to the above standards also maintains appropriate professional conduct in all academic and clinical settings. Specific behaviors include but are not limited to:

- Maintaining confidentiality by not discussing or duplicating patient information or discussing exam questions outside of the appropriate area.
- Demonstrating integrity by not fraudulently obtaining and/or disseminating information without faculty permission by use of any type of recording devices; cheating on exams or quizzes; by plagiarism and/or theft.
- Refraining from using cell phones or other electronic devices at any time during class or clinical, unless instructed otherwise by instructor
- Promptly reporting any illegal and/or unethical behaviors to appropriate faculty and/or administrators. Failure to do so constitutes being an accessory to the offense.

Any student misconduct is subject to dismissal, and may be reportable to the New Jersey State Board of Nursing. Violation of Federal, State and local laws are applicable.

Student Rights and Responsibilities
Rights
Students have the following rights while participating in the academic environment at the School of Nursing:

1. **Right to Freedom of Expression**
   a. Freedom to take reasoned and reasonable exception to data and views presented in any course without fear of arbitrary dismissal from that course.
   b. Freedom to express scholarly opinions within orderly procedures.

2. **Right to Experience Academic Opportunities**
   a. Encouragement to develop to their fullest potential.
   b. Appraisal of theoretical and clinical status.
   c. Experiences that facilitate the acquisition of knowledge.
   d. Evaluation based on actual performance.
   e. Participation in the evaluation of self and academic experiences.
   f. Utilization of available resources within the School.

3. **Right to Appeal Due Process Issues.**

4. **Right to Review of Student Concerns.**

5. **Right to express Grievances regarding academic and non-academic** issues.

Use of Social Media/UCC Policy

Three critical Components describing student abuse of social media noted in the UCC policy are as follows: The posting of this information by a reasonable person may:
   a. "Have the effect of physically or emotionally harming a student or damaging a student's property or placing a student in reasonable fear of physical harm to his person or damage to his property.
   b. Have the effect of insulting or damaging any student or group of students.
   c. Create a hostile educational environment for a student by interfering with the student's education by severely or pervasively causing physical or emotional harm to the student."

National Council of State Boards of Nursing (NCSBN) Guidelines re Patient Privacy, Electronic/Social Media

Selected components appropriate for nursing students are as follows:
   a. "Nurses are strictly prohibited from transmitting by way of any electronic media any patient related image. In addition, nurses are restricted from transmitting any information that may be reasonably anticipated to violate patient rights to confidentiality, or otherwise degrade or embarrass the patient.

b. Nurses must not share, post or otherwise disseminate any information or images about a patient or information gained in the nurse/patient relationship with anyone unless there is a patient care-related matter need to disclose the information or other legal obligations to do so.
c. Nurses must not refer to patients in a disparaging manner, even if the patient is not identified.
d. Nurses must maintain professional boundaries in the use of electronic media. Nurses must consult employer policies or a leader within the organization for guidance for issues with current or former patients.
e. Nurses must not make disparaging comments about employers or co-workers."

Failure to comply with these policies may result in consequences such as censure, suspension, or dismissal from The School.

Procedure:

Sanctions may be imposed for infractions occurring within the general UCC student population. See UCC Handbook (Sanctions and Disciplinary Actions) for reporting and follow-up procedures. Reports of violations involving students of TSON should be reported promptly to The Dean of The School for review and discipline if indicated. Reports may be anonymous however formal decisions will not be based solely on anonymous reports. Students filing false reports are subject to imposition of similar sanctions.

Personal Electronics and Use of Cell Phones Policy

Students may not engage in any non-approved use of a cell phone or other electronic devices while in the clinical area. Cell phone and electronic device use during lecture and lab is at the discretion of the instructor. Students are not to use cell phones or other recording devices to audio or video record instructors without first obtaining permission from the instructor.

Students may not use cell phones or other electronic devices to photograph, copy or duplicate patient information contained within the medical record. Violation of this policy can result in progressive disciplinary action up to and including permanent dismissal from the School of Nursing.

Nursing Course Withdrawal Policy

Students are permitted two NURE course withdrawals while enrolled in the School of Nursing. Students with more than two NURE course withdrawals are ineligible for NURE course re-entry, unless extenuating circumstance withdrawal approval is obtained from the Dean.
NURE course withdrawal must be done prior to the Union County College published withdrawal deadlines.
Students requesting NURE course withdrawal are required to:
1. Meet with NURE course faculty prior to course withdrawal.

2. Obtain NURE Course Re-entry packet from Nursing Office and return Trinitas identification badge.

3. Students requesting course withdrawal due to extenuating circumstances (significant personal or medical reasons) are required to provide documentation supporting the extenuating circumstance to the Dean prior to the withdrawal deadline and follow the NURE Course Re-entry policy. The Dean will take the extenuating circumstance into consideration in the re-entry process.

4. Students requesting course withdrawal who are not passing the course at the time of withdrawal are required to follow the specific course re-entry instructions per the NURE Course Re-entry Policy.

Curriculum Progression Policies

The following Curriculum Progression policies are in effect:

- A grade of C+ or better is required to pass each NURE nursing course and progress to the next course.
- A grade of C or better is required for all curriculum science courses.
- Students must successfully complete each nursing course in the correct sequence as outlined within the appropriate curriculum track to progress to the next nursing course.
- Students cumulative grade point must be maintained at 2.5 or above to progress to the next nursing course and to graduate.
- A maximum of seven (7) semesters are permitted to complete the generic track from the date of entering NURE 130.
- A maximum of seven (6) semesters are permitted to complete the LPN to RN track from the date of entering NURE 211/212.
- If a student receives a grade of C, D, D+ or F in a nursing course and wishes to repeat that course, the student must submit a reentry application. Re-entry into a nursing course is not guaranteed.
- Students are permitted two course withdrawals while enrolled in the School of Nursing. Withdrawing for a third time from any nursing course will require the permission of the dean and may result in program dismissal.
- Two failures (letter grade below C+) in any nursing (NURE) course will result in program dismissal.

  Students are responsible for their curriculum plan. This means that each student has a working knowledge of all curriculum course requirements (including general education courses) and timeframes for program track completion. The student is expected to maintain his/her own personal record of courses completed, course grades; and is expected to insure the accuracy of

these records.

Re-Entry into a Nursing (NURE) Course Policy

        Students who have not maintained the published sequence of nursing (NURE) curriculum courses for the respective program track are required to seek re-entry into the NURE course. The break in course sequence may be due to course withdrawal, course failure or for students who have interrupted the normal sequence of courses by taking an approved leave of absence (LOA).

1. Students in the Generic program track are required to complete the nursing program within 7 semesters of the initial start of NURE 130. Students in the LPN-RN program track are required to complete the nursing program within 6 semesters of the initial start of NURE 211/212.

2. Students who have not been enrolled in a nursing course for three (3) consecutive semesters in the generic track will repeat NURE 130 and follow the curriculum sequence. Students must follow all application requirements for NURE 130.

3. Students who have not been enrolled in a nursing course in the LPN to RN track for more than one year will need to apply to repeat NURE 211 and NURE 212 and follow the curriculum sequence. Students will follow all application requirements for NURE 211 and NURE 212.

4. Students requesting Re-Entry into NURE 131 and above or NURE 211/212 and above must complete and submit a Re-Entry Application by stated deadlines.

5. Students seeking re-entry to NURE 130 are required to submit a NURE 130 Enrollment Application Form and are subject to the admission policies in place at the time of application submission and the published deadlines for NURE 130 application submission.

6. Students seeking re-entry are required to have a minimum Union County College GPA of **2.5**.

7. Students are granted course re-entry on a space available basis after all progressing students are accommodated.

8. Students returning to any nursing course will be held to all current policies and standards in effect at the time of course re-entry.

9. Students granted course re-entry are required to obtain a new TABB criminal background check and urine drug screen.

There is no guarantee of course re-entry after curriculum sequence has been interrupted.

<u>Procedure for Re-entry into a Nursing Course (NURE 131 or NURE 211/212 and above):</u>

1. Submit a Re-entry application along with a current Union County College unofficial transcript to the School of Nursing main office (Kellogg building, Room 324). In the event of campus wide extended closing, the application can be submitted by email attachment.

2. Re-entry applications are due December 20th (those not currently enrolled) and January 8th (currently enrolled) for Spring semester re-entry consideration and June 1st for Fall semester re-entry consideration. For NURE 260/270, submit re-entry application by May 1st.

3. Available re-entry seats are offered to eligible students in the following order:
   o Out of sequence with approved LOA (documentation provided of reason for LOA request) taking course for the first time or course withdrawal for an approved extenuating circumstance.
   o Re-entry following course failure or course withdrawal with a failing grade (ranked by GPA, highest to lowest).

4. Students who failed a nursing course or who withdrew from a course (for any reason) must take the following steps to be considered for course re-entry:
   a. Schedule a meeting with a Trinitas School of Nursing Faculty Success Coach. The Nursing Office (908-659-5203) will provide the student with the name and contact number of a Faculty Success Coach.
   b. Prior to the meeting, pick up Green folder STEPS Program re-entry information.
   c. At meeting with faculty:
      • Create a student success plan in collaboration with the Faculty Success Coach.
      • Agree to attend at least one STEPS to Success student seminars. Seminar schedule is in CANVAS community shell and outside of the LSC.
      • Review required ATI assignments provided by faculty.

Course re-entry is contingent upon:
   1. Seat availability (based on rank order by GPA).
   2. Completion of material from the Re-entry packet that is submitted to the TSON Nursing office along with a tracking sheet.
   3. Completion of the registration material (see Registration Check-list).
   4. The student is required to submit a new application for each re-entry attempt.
   5. Re-entry applications are ranked by GPA order for admission.
   6. Students with two NURE course failures are ineligible for course re-entry except for students who fail in the last semester of their respective curriculum track.

7. Students who have two nursing course failures after completing the final course in their specified curriculum (Generic track: NURE 232; LPN-RN track: NURE 280/290) may apply for Re-Admission. (See Re-Admission Policy).

Readmission into the Nursing Program Policy

Students who have two nursing course failures will not be considered for readmission unless they are requesting reentry into the last course of their specified curriculum (Generic track- NURE 232; LPN-RN track- NURE 280/290/291). If a student should fail the final course (Generic track- NURE 232; LPN-RN track- NURE 280/290/291) for a second time, he or she is ineligible for readmission.

Readmission into the nursing program to complete the final course(s) requires the following:
1. Minimum Union County College GPA of 2.5
2. Evidence of successful completion of required pre- and co-requisites courses.
3. Time out of nursing program will be considered.

Readmission Procedure
1. The student will submit a letter to the chairperson of the School of Nursing Promotion & Evaluation Committee (contact Nursing office for chairperson's name) outlining a plan for future success in the nursing program. The letter should include student's contact information (full name, UCC student ID number, address, phone number and UCC email address). A copy of the student's current UCC transcript (printed through the Owl's Nest student portal) should also be attached.

2. The School of Nursing faculty will review the application.

3. The Promotion and Evaluation Committee will notify the student of any decision by mail/UCC email.

Graduation Requirements Policy

Eligibility for the Diploma in Nursing and the Associate in Science degree is dependent upon completion of the Cooperative Nursing Program curriculum requirements with a minimum cumulative grade point average of 2.5 and successful completion of all required and elective curriculum courses.

A student must fulfill all financial/library obligations prior to graduation. It is the student's responsibility to determine if the courses for the diploma and the Associate in Science degree have been successfully completed.

Nursing Convocation Ceremony

Students graduating from the Trinitas School of Nursing participate in a Convocation ceremony

where they receive a nursing pin and the School of Nursing diploma. The ceremony is held after classes end for the semester. Family and friends are invited to attend this event. A graduation uniform is purchased from the approved vendor, Medically Equipped. Uniform information can be accessed directly at https://www.medicallyequipped.com/

Students graduating from Trinitas are invited to participate in UCC Commencement exercises which are held in January and May. Graduates receive the Associate in Science degree from Union County College. Commencement cap and gown are available from UCC.

School of Nursing Academic Honors

Upon graduation, students will be named to the Dean's List based on their final cumulative a v e r a g e in the nursing courses according to the following:

Honors: A 3.0 cumulative grade point average in nursing courses only.

High Honors: A 3.5 cumulative grade point average in nursing courses only.

The distinction of academic honors is announced at the Trinitas Convocation Ceremony.

Nursing Exam Make-Up Policy

Any student who is unable to take a unit exam as scheduled will not be given a make-up exam. The percentage for the missed exam will be added to the course final exam.

- Faculty will identify in the Course Syllabus that there will not be any make-up of missed unit exams.
- Students unable to take a scheduled exam will inform course faculty.
- The percentage of the missed unit exam will be added to the final exam.

For example: if the missed exam is 20% of the course grade and the final exam is 35% of the course grade, the final exam will now be worth 55% of the course grade (adding the missed exam percentage to the final exam percentage).

Examination Administration Policy

The following guidelines will be implemented during all Trinitas School of Nursing course examinations:

1. The Student to Exam Proctor ratio for all Trinitas School of Nursing examinations is 25:1.

2. Room configuration is determined by faculty and space available.
   - Desks in straight rows, directly behind one another
   - One row of empty chairs (or comparable space) to the right and left of each seated student
   - A small number of seats left by the door for late arrivals

3. The following items are permitted at the student's desk:
   - Trinitas or Union County College ID badge
   - Calculator (provided)
   - Pencils (provided)
   - Tissues (provided)
   - Exam Booklet (provided)
   - Eye glasses (may be randomly checked by exam proctors or faculty)

4. The following items are not permitted at the student's desk during examinations:
   - Ear plugs
   - Water bottles
   - Food, lollipops, candy, or gum
   - Backpacks and other personal belongings including wrist watches
   - Electronic devices including cell phones

5. **No extra time will be permitted if a student arrives late for an exam. Students arriving late to an exam are seated at the discretion of the faculty.**

Prior to the start of the examination: Students will:
1. Attend to all personal needs
2. Attach the school of nursing ID badge to their left upper lapel
   - ID badges may be randomly checked for security
   - ID badges will be collected at the final exam
3. Enter the examination room as directed by faculty/proctor
4. Place all personal belongings in the back or front of room, as designated by faculty
5. Turn off and secure all electronic devices (including cell phone) and remove all watches
6. Remove caps or turn caps with brims backwards; Remove all scarves and other outerwear
7. If necessary based on room temperature, outerwear may be allowed at faculty discretion, but is subject to random check for security

At the start of examination: Students will:
1. Receive scantron answer sheet to be used during exam
2. Accurately complete scantron sheet as directed by faculty
3. Refrain from all further talking in preparation for distribution of exams
4. Raise hand if there is a question
5. Initial, sign and date exam cover sheet upon receipt of examination from faculty

During the examination: Students will:

1. Be provided with the start and finish time of exam
2. Remain seated, facing forward in seat
3. Be constantly monitored by faculty and proctors
4. Student may raise their hand if there is a question.
5. Faculty will come to student once continued room observation is ensured
6. Student will raise hand if use of rest room is required. Proctor will escort student to rest rooms located in the front office and wait to escort student back to examination room.
7. Be provided with time update at the 30-minute mark and 10-minute mark
8. At the 10-minute mark, students completing the exam will remain in their seat until time is up and all exam materials have been collected
9. Students completing the exam prior to that time may leave the room, but cannot congregate in the hallway near the testing area.
10. Students will be asked to leave the examination room and receive a grade of zero if academic dishonesty is identified by course faculty monitoring the exam.

Following the examination: Students will:
1. Leave the testing area as directed by faculty
2. Not congregate in the hallway near the testing area or third floor lobby
3. Strictly adhere to the Code of Conduct and Zero Tolerance Policy by not discussing the exam.

A zero tolerance – critical event warning may be issued if a student is identified violating these policies.

When in-person exam administration is not possible, remote exam proctoring utilizing web-browser lockdown with student identification measures may be utilized to maintain the security and integrity of the exam. The students will be oriented prior to the use of this technology. On screen calculator will be allowed upon the direction of faculty.

Calculator Use During Exams

Faculty will distribute School of Nursing approved calculators to all students prior to taking an exam for use with math calculation questions. Faculty will collect calculators after the exam is completed. No other calculators are permitted.

Exam Review Policy

All students enrolled in Trinitas School of Nursing (NURE) courses will be required to adhere to the following guidelines for access to exam reviews:

- The review of specific exam questions in not permitted in lecture or clinical classes.
- An exam review will be scheduled by course faculty and announced to students.

- Students may request the course faculty discuss concepts related to the exam questions in a class session.
- Exam grades will be provided to the students via the Learning Management System.

Procedure for Exam Review

- Course faculty will schedule a review of the exam.
- Students must wear ID badges.
- Students will be given their individual exam reports before the review.
- Faculty will post the exam questions (in plastic sleeves) with the correct answers highlighted in a controlled environment proctored appropriately.
- A group of students (10) will be permitted to view the exam questions and the correct answers at a time.
- There will be no talking in the room while this review is going on.
- Note-taking, visual or audio recording of any kind is not permitted during an exam review session.
- Students should make an appointment with course faculty if they have any further questions.
- The c o u r s e faculty has the right to stop the review if any student displays inappropriate behavior. Disruptive or inappropriate behavior displayed by a student during an exam review may result in a critical event warning for the student.

Grades received in the preparatory or developmental courses are not included in the computation of averages but are considered in the calculation for assigning probation or dismissal by the Academic Progress Committee. Instructors enter final grades online. Students must go to webservices.ucc.edu to view or print their final course grades. Instructors are not permitted to post grades by social security numbers. No information regarding grades will be offered over the phone.

Incomplete Grades for NURE Courses

The course instructor, in cases of illness or extenuating circumstances, may assign an "incomplete" grade if the student has informed the instructor of the circumstances in advance. The student assigned an "Incomplete grade" is required to successfully complete all outstanding course work by the sixth week of the next regular semester or the incomplete grade is converted to a failing or F grade. It is the student's responsibility to make acceptable arrangements with the instructor to complete the course requirements within this period. If a student receives an incomplete grade in a nursing course, then the student must complete that course successfully before enrolling in the subsequent nursing course.

Student Grievance /Complaints

The student has the right to express a grievance regarding academic and non-academic issues. Grievances or complaints hold equal status in gravitas at the School and are defined as formal written signed allegations against the Trinitas Nursing Program asking for some form of remediation. This written statement must be submitted to the appropriate personnel following the chain of command described in the procedure below. A file will be kept with the date, nature, and resolution of each incident. The student has the right to seek a faculty member as advisor to assist them in the process of their grievance.

Procedure for filing grievance or formal complaint

The student must utilize the following chain of command:

1. The student will approach the involved person to try to resolve the matter.
2. If remediation is not reached, the student may then contact the Associate Dean within five (5) business days with a written, signed, dated statement. No electronic communication is accepted.
3. The Associate Dean will respond in writing to the student within fifteen (15) business days.
4. All written, signed correspondence is kept on file in the administrative office.
5. If at the end of the grievance process, a student perceives an unsatisfactory outcome, he/she is entitled to initiate the appeal process.
6. Depending on the nature of the occurrence and at the discretion of the course faculty, the student may participate in course activities during this process.

Student Appeal Policy

At the end of the grievance process, if a student perceives an unsatisfactory outcome he/she is entitled to initiate the appeals process.

Procedure for Filing a Student Appeal:

1. The student may initiate the appeal process by submitting a written, signed and dated letter to the Chairperson of the Appeals Committee (obtain the contact number of the chairperson of this committee) within five (5) business days of receipt of written correspondence of the grievance decision. No electronic communication will be accepted.

2. The student may seek a faculty member as an advisor to assist him/her throughout the process.

3. The Appeals Committee will consist of two full-time faculty members, two representatives from the Student Nurses Association of the School of Nursing and one representative from Union County College Student Services staff. The Appeals Committee will honor the standards of confidentiality as per the Buckley Amendment.

4. The Chairperson of the Appeals Committee will notify the involved parties within 10 business days with the date, time and place of the Appeals Committee meeting.

5. All written documents from the involved parties must be available no later than one hour prior to the scheduled meeting time for review by both parties and the members of the Appeals Committee. The involved parties have no more than 15 minutes to present their information to the Committee.

6. The student has the option to be present at the meeting and bring a support person. The support person is a non-verbal participant.

7. No legal counsel will be permitted at the meeting.

8. The Committee will make a recommendation to the Dean.

9. The Dean will respond in writing to the student within 15 business days upon receipt of the Appeals Committee decision.

10. Minutes of the meeting, recommendations and related documents will be filed in the School's administrative office.

Academic Probation Policy

The School of Nursing policy requires a minimum cumulative grade point average of 2.5 for each semester to progress to the next course and graduate from the program. The Grade Point Average (GPA) is based on the total number of credits attempted and completed to date at the completion of each semester.

The School of Nursing defines satisfactory academic performance or good academic standing as maintaining the appropriate GPA of 2.5 to continue progression through the nursing program. Students on academic probation or dismissed from the program would not be considered in good academic standing.

Students who fail to maintain the minimum required cumulative grade point average will be placed on probation for one semester or will be dismissed from the program.

Students on probation must relinquish any office they may hold in any student organization and are restricted to carrying no more than twelve (12) credits. Unless obvious improvement is

noted at the end of the period of probation, the student will be dismissed from the program.

The Promotion and Evaluation Committee makes all decisions regarding probation, and requests to resume the nursing sequence while still enrolled. All decisions regarding requests for readmission to the School of Nursing are referred to the Promotion and Evaluation Committee.

Clinical Warning/Failure Policy

Clinical warnings/failures for unsatisfactory clinical performance may be issued at any time within a semester. These warnings are issued to alert the student of unsatisfactory clinical progress. It is recommended that a student who receives a clinical warning utilize the support services to improve his/her clinical performance. The student will receive a warning/failure notice as a part of the procedure listed below.

1. The faculty member will provide the student with a copy of the clinical warning/failure notification form at the time the student is informed of his/her status.
2. From the time of notification, the faculty member has two (2) additional clinical days to complete the addendum portion of the clinical warning/failure notification form. Any additional materials (i.e. anecdotal notes) may also be compiled during this time. After the two (2) additional clinical days, the student will be presented with the addendum for his/her signature.
3. A student may, at any time during the semester, immediately receive a clinical failure for blatantly unsafe behavior or misconduct. Indications for immediate failure are determined by the incident and the situation surrounding it per the concept of "res ipse loquitur - the thing will speak for itself."
4. It is the student's responsibility to familiarize himself/herself with the information contained in the clinical warning/failure notification form.
5. **A student who receives a clinical failure may not withdraw from the course.**

Dismissal Policy
Academic Dismissal for Students on Probation

The School of Nursing, upon recommendation of the Promotion and Evaluation Committee, reserves the right to dismiss a student for unsatisfactory academic performance.

Academic Dismissal for Students Failing Two (2) Nursing Courses or Three (3) Course Withdrawals

Any student who has received a "C", "D", "D+" or "F" in two (2) nursing courses or has withdrawn for a third time from a nursing course will be dismissed from the School of Nursing.

Reviewed and revised 5/27/20